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UNIVERSITY OF
NEW ENGLAND

College of Osteopathic Medicine

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Draft Pending Approval

University of New England College of Osteopathic Medicine



Student Handbook Supplement

THIS DOCUMENT IS SUBJECT TO CHANGE

COLLEGE OF OSTEOPATHIC MEDICINE

Introduction

This COM Student Handbook Supplement, designed specifically for students in the College of Osteopathic Medicine (COM), augments the information provided in the University Student Handbook pertinent to academic programs in the College. Students will be notified via e-mail if a change should occur, and the revision will appear in the web-based version. Changes may also be published in the handbook supplement.

In addition to this document, students should familiarize themselves with:

- the most current college catalog found on the UNE registrar's page <https://www.une.edu/registrar/catalog>
- the University Student Handbook <https://www.une.edu/studentlife/handbook>

The University of New England reserves the right in its sole judgment to make changes of any nature in its programs, calendar, or academic schedule whenever it is deemed necessary or desirable, including changes in course content, the rescheduling of classes with or without extending the academic term, cancellation of scheduled classes or other academic activities, in any such case giving such notice thereof as is reasonably practicable under the circumstances. The University of New England College of Osteopathic Medicine reserves the right to change any and all aspects of this student handbook supplement, giving notice thereof as is reasonably practical under the circumstances.

While each student may work closely with an academic advisor, he or she must retain individual responsibility for meeting requirements and for being aware of any changes in provisions or requirements.

THE UNIVERSITY OF NEW ENGLAND AND UNE COM HAVE INITIATED GUIDELINES AND POLICIES IN RESPONSE TO THE ONGOING COVID PANDEMIC. THESE WILL BE UPDATED BASED ON NEW INFORMATION AND RECOMMENDATIONS THAT ARE RECEIVED FROM STATE AND NATIONAL OFFICIALS. CURRENT UNE POLICIES AND GUIDELINES CAN BE FOUND AT [HTTPS://WWW.UNE.EDU/ALERTS](https://www.une.edu/alerts) AND SPECIFIC GUIDELINES FOR UNE COM CAN BE FOUND AT [HTTPS://WWW.UNE.EDU/COM/ABOUT/POLICIES](https://www.une.edu/com/about/policies).

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I. Mission

UNE COM Mission

The University of New England, College of Osteopathic Medicine (UNE COM) fosters healthcare leaders across the continuum of undergraduate, graduate and continuing medical education to advance exceptional osteopathic healthcare locally and globally through practice, scholarship, education and community health.

Core Values

- Support the creation and maintenance of outstanding medical practitioners
- Advance our commitment to the heritage and principles of osteopathic medicine
- Facilitate learning, critical thinking, research and scholarship
- Shape the future creatively while preserving our heritage
- Promote a diverse, innovative, interprofessional and entrepreneurial culture
- Maintain a caring, collegial environment
- Foster integrity and accountability through a strong ethical base
- Utilize evidence-based methods, practice-focused research, scholarship, critical thinking and a variety of learning modalities to improve health education and healthcare outcomes
- Excel in practice-focused research in health, function and medical education
- Actively Seek internal and external collaboration to further our mission

UNE COM DIVERSITY STATEMENT

The University of New England College of Osteopathic Medicine aims to advance and cultivate the diversity of all individuals, and protect the unique expression of all people — allowing them to grow and realize their fullest potential. We recognize diversity along a number of dimensions, including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex, sexual orientation, socioeconomic status, and religion. Having a diverse community of faculty, students, and staff is essential to our medical education and professional development to better meet the individual healthcare needs of our society. We are committed to increasing representation of populations that have been historically excluded from participation in U.S. higher education and medicine. In doing so, we continuously strive to reflect upon our own biases, beliefs, and practices in an effort to develop cultural humility. We foster a culture of inclusion that extends beyond the UNE COM campus into the global community.

- All students shall demonstrate respect for the diversity of UNE COM's learning community along a number of dimensions, including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex, sexual orientation, socioeconomic status, and religion.
- Language and actions that disrespect others' backgrounds along these dimensions will not be tolerated within our community.

II. Curriculum

The four-year curriculum is under the supervision of the Dean, the Associate Dean for Academic Affairs (ADAA) and the Associate Dean for Clinical Education (ADCE) with guidance and input from the Curriculum Advisory Committee, Dean's Leadership Team and COM Faculty. The UNE COM Dean is the arbiter. UNE COM has adopted, as learning objectives (outcomes), the following seven core competencies and the core Entrustable Professional Activities (EPAs) of the American Osteopathic Association (AOA) and the American Association of Colleges of Osteopathic Medicine (AACOM).

The AOA Seven Core Competencies

Osteopathic Principles and Practice: The student will understand and apply osteopathic principles to patient care.

Patient Care: The student will have the knowledge, attitudes and skills to provide compassionate, appropriate and effective patient care.

Medical Knowledge: The student will demonstrate knowledge of established biomedical, epidemiological, social and behavioral sciences and their application to patient care.

Practice-Based Learning and Improvement: The student will demonstrate the ability to investigate and evaluate patient care practices using scientific evidence and apply these to patient care.

Interpersonal and Communication Skills: The student will demonstrate interpersonal and communication skills that result in effective interactions with patients, families and colleagues.

Professional: The student will demonstrate a commitment to carrying out professional responsibilities in an ethical and sensitive manner.

System-Based Practice: The student will demonstrate an awareness of and responsiveness to the system of health care to provide care that is of optimal value.

AOA & AACOM Entrustable Professional Activities

EPA 1: Gather a history and perform a physical examination

EPA 2: Prioritize a differential diagnosis following a clinical encounter

EPA 3: Recommend and interpret common diagnostic and screening tests

EPA 4: Enter and discuss orders and prescriptions

- EPA 5: Document a clinical encounter in the patient record**
- EPA 6: Provide an oral presentation of a clinical encounter**
- EPA 7: Form clinical questions and retrieve evidence to advance patient care**
- EPA 8: Give or receive a patient handover to transition care responsibility**
- EPA 9: Collaborate as a member of an interprofessional team**
- EPA 10: Recognize a patient requiring urgent or emergent care and initiate evaluation and management**
- EPA 11: Obtain informed consent for tests and/or procedures**
- EPA 12: Perform general procedures of a physician**
- EPA 13: Identify system failures and contribute to a culture of safety and improvement**

Curriculum Overview

The UNE COM curriculum is designed to develop osteopathic primary care and other specialized physicians who are skilled in health promotion and illness prevention, as well as, treating and caring for those who are ill. To that end, UNE COM provides an innovative, contemporary, patient-focused curriculum that fosters life-long, self-directed, evidence-based learning and professional development.

Our progressive, integrated four-year curriculum aligns educational activities with the principles of adult learning to maximize the attainment and retention of knowledge, skills and attitudes crucial to the delivery of healthcare in the 21st century.

III. Curriculum Phases

A. Pre-Clerkship Education

UNE COM students spend the first two years of the program on the UNE campuses in Biddeford and Portland, Maine. The curriculum consists of a patient centered basic science curriculum integrated with osteopathic clinical skills learning activities which are applied to experiential learning in simulation, standardized patient settings, physicians' offices, hospitals, extended care facilities, and health centers. Learning sessions include traditional didactic lectures, interactive problem-solving sessions, patient case study discussions, hands-on laboratory exercises, panel discussions, demonstrations and clinically focused encounters with standardized, simulated and real patients. Our integrated curriculum offers learning activities to provide a strong foundation in the basic biomedical, medical, behavioral and social sciences as well as physical examination and clinical skills as they apply to the rapidly changing practice of medicine in the 21st century. A thorough grounding in the manual skills, characteristic of osteopathic manipulative medicine (OMM), is provided in the first two years and supplemented, reinforced and expanded in Years 3 and 4.

Student preparation before class and active participation in class is a consistent element in the learning dynamic throughout the curriculum. An open, free-flowing dialog between faculty and students is characteristically valued and encouraged. Capitalizing on the University's support of multiple degree programs in the health and allied health professions, including medicine, dentistry, nursing, pharmacy, physician assistant and social work, the college endorses and promotes interprofessional education (IPE), collaboration and practice (IPP).

B. Clerkship Education

The last two years of pre-doctoral training occur in community-based hospital and clinical settings which prioritize experiential and hands-on learning to expand the student's clinical acumen and further develop individual and team knowledge and skills. During third-year, each student is assigned for a twelve-month period to one of our Clinical Campuses located in the Northeastern US . These serve as the base for educational opportunities and completion of the entire year three curriculum.

The UNE COM Clinical Campuses are a consortium of community-based education sites, each consisting of one or more community-based training institutions within a specific geographic region that allows coordinated delivery of the core academic clinical training experience. In keeping with our focus on primary care, UNE COM clinical campus training programs are based in community hospitals, private physician offices, and community health centers that represent environments in which the majority of UNE COM graduates will

eventually practice The College's Clinical Campuses are primarily located in the New England states, New York and New Jersey. Year 3 students complete clinical clerkships in the six core disciplines (family medicine, general surgery, pediatrics, internal medicine, obstetrics and gynecology, and psychiatry) at their assigned Clinical Campus. Each campus provides the patient base, didactic and experiential learning opportunities, supervisory infrastructure, and longitudinal evaluation necessary for the accomplishment of the educational goals of third-year core clerkships; and the establishment of a strong foundation in general medicine in preparation for fourth-year and residency.

While community hospitals form the core of Year 3 and most Year 4 clinical rotations, affiliations with specialty-focused facilities allow students to pursue a broad range of clinical experiences. Year 4 students continue their learning with selective and elective clinical rotations at UNE COM-approved programs of their choice. Many of these hospitals also provide Graduate Medical Education (GME) as members of the Northeast Osteopathic Medical Education Network (NEOMEN).

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IV. Administration

A. Dean and Vice President of Health Affairs

The Dean of COM is the Chief Academic and Administrative Officer of the College of Osteopathic Medicine and is delegated responsibility for all academic and administrative programs, clinical services, research initiatives and functions of the College. The dean is the college's primary liaison to accreditation and governmental bodies, and the osteopathic profession. Four associate deans and four department chairs closely assist the Dean in these internal and external roles. The Dean maintains an open door to students who may have concerns related to any aspect of the College and University. If, however, the concern falls within an area assigned to an associate dean, the associate dean should be aware of the situation prior to the student bringing it to the dean.

B. Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs (ADAA), in conjunction with staff, is responsible for the first- and second-year curriculum of the College of Osteopathic Medicine. The ADAA functions to oversee the day-to-day operations of the medical school's pre-clerkship (years 1 and 2) program and its curriculum to ensure that the highest quality of education is delivered to our medical students. The ADAA oversees and administers the Curriculum Office of the College of Osteopathic Medicine, the Clinical Performance Center (CPC), and Faculty Development including operating policies, procedures and methods. All matters relating to pre-clerkship training should be directed to this office.

C. Associate Dean for Clinical Education

The Associate Dean for Clinical Education (ADCE), in conjunction with staff, oversees and administers the Office of Clinical Education of the College of Osteopathic Medicine, including operating policies, procedures and methods for years 3 and 4, and graduate medical education (GME). The ADCE directs clinical education and clerkships (rotations) in years 3 and 4; evaluates clinical faculty in clinical rotations; and develops clinical rotation sites and GME affiliations. The ADCE oversees and administers relations with hospital partners, and the College's Osteopathic Postgraduate Training Institute NEOMEN (Northeast Osteopathic Medical Education Network). All matters relating to clinical training (including Graduate Medical Education) should be directed to this office.

D. Associate Dean for Research and Scholarship

The Associate Dean for Research and Scholarship (ADRS), in conjunction with staff, is responsible for the general oversight, administration and the fostering of research and scholarship opportunities for students. The ADRS works closely with faculty and chairs to identify, facilitate, and promote research and scholarship opportunities for students both within the curriculum and as extracurricular experiences. All student matters relating to research and

scholarship should be directed to this office. The ADRS oversees the Osteopathic Pre-doctoral Research Fellowship program. The ADRS in consultation with the Chair of Biomedical Science and the Faculty Committee of Research and Scholarship oversees the Morgane and Pettapiece Pre-doctoral Fellowship Research Programs.

E. Associate Dean for Recruitment, Student & Alumni Services

The Associate Dean for Recruitment, Student & Alumni Services (ADRSAS), in conjunction with staff, is responsible for recruitment and admissions; student support services (e.g. student orientation, professional development, student personnel records, housing, student government, clubs, special events, and counseling); and alumni affairs. The ADRSAS works closely with the Assistant Dean RSAS who oversees the daily activities and functions of the department. All matters relating to student affairs should be directed to this office.

F. Chair for Biomedical Sciences

The Chair for Biomedical Sciences (BMSc) is responsible for the general oversight and administration of the department and biomedical faculty to ensure that the department meets the academic, research and service missions of the College. The BMSc Chair in consultation with the ADRS and the Faculty Committee of Research and Scholarship oversees the Morgane and Pettapiece Pre-doctoral Fellowship Research Programs.

G. Chair for Osteopathic Manipulative Medicine

The Chair for Osteopathic Manipulative Medicine (OMM) is responsible for the general oversight and administration of the faculty and department to ensure that the department meets the academic, research and service missions of the College. The Chair of OMM oversees the Osteopathic Principles and Practice/Anatomy Pre-doctoral Fellowship Program and functions as Medical Director of Continuing Medical Education.

H. Chair for Primary Care Medicine

The Chair for Primary Care (PC) is responsible for the general oversight and administration of the faculty and department to ensure that the department meets the academic, research and service missions of the College. The divisions of Geriatric Medicine, Internal Medicine, Psychiatry, and Pediatrics report to the Chair of Primary care. The Chair of PC oversees Mature Care and UNE's Healthy Maine Partnership (Coastal Community Healthy Coalition).

I. Chair for Specialty Care Medicine

The Chair for Specialty Medicine is responsible for the general oversight and administration of the department and faculty to ensure that the department meets the academic, research and service missions of the College. The discipline directors and clinical consultants for surgery, obstetrics & gynecology, pathology and all internal medicine specialties report to the Chair of Specialty Medicine.

V. Select College Committees

The COM Committee on Student Progress (CSP)

The Committee on Student Progress (CSP) is responsible for making recommendations to the Associate Dean for Academic Affairs (ADAA) or the Associate Dean for Clinical Education (ADCE) on matters related to student performance, including disciplinary and academic matters through years 1 and 2 or years 3 and 4 of the student's osteopathic medical school training. Annually, CSP makes recommendations to the Dean on the promotion of students to the next class. Also, each year CSP recommends to the faculty, through the Dean, the awarding of the degree of Doctor of Osteopathic Medicine to those students who have satisfied all graduation requirements.

The COM Curriculum Advisory Committee (CAC)

Advises the Dean's Leadership Team (DLT) and Dean on all matters pertaining to policies and procedures relevant to the academic mission of the COM for years 1 through 4. The CAC is composed of select faculty chosen by the Dean and the COM Faculty Assembly for their engagement in specific areas of curriculum development. The committee addresses specific details of curriculum construction, revision, planning, and development. Chaired by a faculty member elected by the CAC, the committee also reviews and revises, as necessary, curriculum policies and procedures, utilizing information and perspective provided by subcommittees appointed for specific tasks.

The COM Dean's Leadership Team (DLT)

Serves as a communication and advisory committee to the Dean. Membership is by appointment of the Dean.

VI. Essential Technical Standards of UNE COM

- A. Medical education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of specific skills and professional attitudes and behavior. **Medical school faculties have a responsibility to society to train and graduate the best possible physicians who are competent for safe practice appropriate to their level of training**, and thus admission to medical school has been offered to those who present the highest qualifications for the study and practice of medicine. Successful completion of all required courses in the curriculum is necessary in order to develop the essential skills required to become a competent physician and to enter residency.
- B. The essential technical standards presented in this document are prerequisite for matriculation, subsequent promotion from year to year, and ultimately graduation from the University of New England College of Osteopathic Medicine ("UNE COM"). These standards pertain to all students enrolled in UNE COM.
- C. The faculty is committed to fostering relationships with its students that encourage personal and professional growth. Its policies and procedures attempt to reflect this commitment to proactive and supportive communication. At the same time, it is imperative that all students recognize that the primary responsibility for a successful medical school education, both in and outside the classroom, rests with the individual student.
- D. The College's obligation and mission is to produce effective and competent osteopathic, primary care physicians and to seek candidates and graduate physicians who will be best able to serve the needs of society. Therefore, all applicants will be held to the same admission standards, and all enrolled students will be held to the same academic standards.
- E. All students must be able to demonstrate competency for patient safety appropriate to the learner's level of training. Demonstration of fluency of skills and knowledge appropriate to the level of training is a requirement for progression through the curriculum. Most assessments are designed to simulate activities in the clinical training and clinical practice settings and are tied to the learner's demonstration of competency for patient safety. These assessments may be performed in a timed and structured environment and are designed to evaluate the learner's ability to demonstrate appropriate fluency of skills and knowledge under specific conditions.
- F. All students, including students with disabilities, must have the capacity to manage their lives and anticipate their own needs.

Technical Standards Policies

- A. No otherwise qualified individual will be denied admission to UNE COM based solely upon a disabling condition.
- B. Enrollment in UNE COM assumes that admitted students will possess certain levels of cognitive, emotional, and technical skill. All osteopathic medical students are held to the same fundamental standards. Academic and clinical requirements that are essential to

graduation from UNE COM or directly related to licensing requirements will not be eliminated for any student. Reasonable accommodations will be provided to assist the student in learning, performing and satisfying the fundamental standards, so long as the student applies properly for the accommodation/s and they are approved.

- C. The College is obligated to provide reasonable accommodations that are necessary to afford students with a disability an equal opportunity to participate in the UNE COM program. Accommodations are not reasonable if they would fundamentally alter the program or the assessment, impose an undue burden to the College, or pose a direct health or safety risk to any other individual, including patients.

Abilities and Skills

A candidate for the Doctor of Osteopathic Medicine degree must have abilities and skills of five varieties: (1) observation skills; (2) communication skills; (3) fine and gross motor skills; (4) conceptual, integrative and quantitative, cognitive skills and (5) behavioral and social/emotional skills.

1. Observation Skills

The student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic sciences, including, but not limited to, information conveyed through physiologic and pharmacological demonstrations in animals, dissection of cadavers, examination of specimens in anatomy, pathology, and neuroanatomy laboratories, microbiologic cultures, microscopic study of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able to observe a patient accurately, at a distance, and close at hand, acquire information from written documents and visualize information as presented in images from paper, films, radiographs, computer screens, slides or video. The student must be capable of using instruments such as, but not limited to, a stethoscope, an ophthalmoscope, a microscope, an otoscope, and a sphygmomanometer. Such observation and information acquisition necessitate the functional use of visual, auditory and somatic sensation while being enhanced by the functional use of other sensory modalities. An intact sense of smell is necessary to assist in the clinical setting.

In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, (i.e. physical disabilities or chemical sensitivities/allergies) the student must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information without reliance upon another person's interpretation of the information.

2. Communication Skills

The student must be able to effectively, efficiently and respectfully communicate in English using verbal, written, and reading skills, in a manner that demonstrates sensitivity to patients, their families and all members of the health care team.

A student must be able to accurately elicit information, describe a patient's change in mood, thought, activity and posture. Students must demonstrate established communication skills using traditional or alternative reasonable means that do not

fundamentally modify this standard. Assistive devices may be used, if appropriate under these standards

3. Motor Skills

The student must be able to, with or without the use of assistive devices, but without reliance on another person, interpret x-ray and other graphic images and digital or analog representations of physiologic phenomenon (such as electrocardiograms).

The ability to participate in basic diagnostic and therapeutic maneuvers and procedures, including but not limited to palpation, percussion, and auscultation is required. Students must have sufficient motor function to safely execute movements required to provide osteopathic manipulative medical care to patients. Students must be able to negotiate patient care environments and must be able to maneuver between settings, such as clinic, classroom building, and hospital. Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. Long periods of sitting, standing, and moving are required in classroom, laboratory and clinical experiences.

It is also essential for a student to be able to execute motor movements reasonably required to provide general and emergency diagnosis, osteopathic manipulative care, and medical care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, and suturing of wounds. At all times the ability to administer care to patients in a safe manner is paramount.

4. Intellectual-Conceptual, Integrative and Quantitative Skills

The student must be able to measure, calculate, reason, analyze and synthesize information in a timely fashion. In addition, the student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structure. Problem-solving, the critical skill demanded of physicians, requires all of these intellectual abilities. These problem-solving skills must be able to be performed in the precisely limited time demanded by each specific clinical setting.

5. Behavioral and Social/Emotional Skills

Every student must behave in a manner exhibiting high moral and behavioral standards reflecting the position and status of an osteopathic physician. Students need to show respect for individuals and groups without regard for age, gender, nationality, race, religion, sexual orientation, including gender identity or expression, physical or mental disability or veteran status. Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients.

Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of the uncertainties inherent in the clinical problems of patients. They must be able to measure, calculate, reason, analyze and synthesize information effectively in a precisely limited time demanded by each specific clinical setting, while under stress, and in an environment in which other distractions may be present.

Compassion, integrity, concern for others, interpersonal skills, interest and motivation

are all personal qualities that will be assessed during the admissions and educational processes.

Participation in Osteopathic Manipulative Medicine and Clinical Skills Practice and Training Sessions

Active participation in Osteopathic Manipulative Medicine and Clinical Skills Training and Practice Sessions (laboratories) is an admission, matriculation, and graduation requirement. The development of manipulative medicine palpatory skills is taught in all four years of the curriculum. This learning requires active participation in all laboratory sessions. During the first two years in the learning environment, each student will palpate a variety of people representing all genders and individuals with different body types to simulate the diversity of patients expected in a practice setting. Being palpated by other students and faculty helps the student appreciate how palpation feels from the patients' perspective and enables students to provide feedback to their laboratory partners, thus, enhancing their palpatory skills.

Reading and observation, although helpful, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate as both an active learner and recipient in all skills development laboratory sessions.

General Health

The student must have sufficient physical stamina to perform strenuous workloads for long periods. They should be free of chronic or recurring debilitating diseases that would interfere with or require a fundamental alteration of the program or preclude successful completion of the curriculum.

VII. General Administrative Policies

A. Registration

The University conducts an annual registration confirmation for students during the initial days of the new academic year. Students are expected to have finalized payment of tuition and related fees, including filing appropriate documents and photos with the Offices of the Registrar, Financial Aid, Business Affairs, and Recruitment, Students & Alumni Services by their respective due dates.

1. Individuals who fail to confirm program registration by the established process and deadline may be administratively withdrawn from the program. Students may request special consideration and if approved will be assessed a late registration fee and will not be allowed to participate in any learning activities until the requirement is completed.
2. Students must be cleared by a background check prior to matriculation. Additional background checks will be required prior to the start of rotations and prior to certain clerkship rotations in year 4. Students failing to comply may be administratively withdrawn from the program.

B. Student Identification

UNE COM has two (2) types of student identification: ID Cards and Name Tags.

1. ID Cards: A standard University of New England ID Card is issued to all UNE students. This ID card should be with the student at all times while on campus.
2. Name Tags: Students are provided with a name tag, which identifies them as a UNE COM student. This name tag must be worn at all clinical assignments, unless instructed otherwise by the clinical supervisor. Students will be charged for replacement name tags.

C. Physical Exam Requirement

All newly admitted COM students must complete a medical questionnaire and provide evidence of having had a complete physical examination within 6 months immediately preceding matriculation. Until this requirement is completed, students will not be permitted to participate in any learning activities and may be administratively withdrawn from the program.

D. Immunization Requirements

A list of required immunizations is sent to students before the beginning of each academic year, must be completed and documented according to the published schedule to continue with the academic program. Failure to comply with the UNE COM Immunization Requirements policy may result in suspension of a student's

privilege to continue in the academic program. Students who have not fulfilled all vaccination requirements may be restricted from participating in certain curricular and co-curricular activities, and as such, UNE cannot guarantee that we can provide such individuals with the clinical experiences they need to graduate.

E. Drug Screening

A drug screen is a requirement of certain core and/or elective clinical sites. Students are expected to meet this requirement by the due date or will be prevented from participating in the learning activity.

F. Health Insurance Coverage

COM students are **required** to have health insurance coverage as a condition of matriculation and should have their insurance card with them at all times.

1. Students must attest to having health insurance coverage for the entirety of medical school. Failure to do so constitutes a breach of professionalism, may affect your academic standing and students will be required to meet with CSP. Students who do not electively enroll in a health insurance plan will be enrolled in the University Health Insurance.
2. Students should provide their insurance card to the healthcare institution at the time they are treated. If the facility at which the student is treated does not accept the insurance, promptly obtain a university health insurance claim form online or from the UNE Student Health Center by calling 207-602-2358, and apply directly to the UNE carrier for payment of treatment costs. If you have coverage elsewhere, contact your carrier for a claim form.
3. Students purchasing health insurance through the university will be covered for testing, re-testing and prophylaxis for up to 12 months after a reported blood borne pathogen exposure (e.g., needle stick), pursuant to policy provisions and limits. See <https://www.une.edu/student-health-insurance> or contact the risk manager in the UNE Campus Services Department (207-602-2855), for more information.
4. All insurance policies are not the same. Students purchasing non-university health insurance coverage should ascertain what is and what is not covered by their policy and should be certain that it includes coverage for blood borne pathogen exposure, since this is the most commonly encountered injury during clinical training that is not covered.
5. Insurance must cover students in all states where they are training. Students must be covered in the state of Maine for OMS 1 and 2 years. Students must be covered in the states of their clinical rotations for OMS 3 and 4 years.
6. Students are responsible for their own deductible and any costs not covered by their insurance.
7. Service through the student health center does bill your medical insurance but students are not responsible for copays or deductibles
8. For afterhours healthcare advice you can call 1 (866) 847-5338

Accident Reporting & Illness

In the event of an illness or accident, the student's well-being is of paramount importance. Immediate medical evaluation and appropriate follow-up are key.

The following information is from policies outlined by University of New England, the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).

For **ANY** accident and/or injury that occurs during on campus events or on any university affiliated site, the student, pursuant to university policy, must:

- a. **immediately seek medical attention commensurate with the nature of accident or injury and if on clinical rotations follow the medical facility's established procedures**
- b. **For years 1-4**
 - i. **Students should immediately notify the UNE Security office (207 602-2298) or if an emergency (207 283-0176)**
 - ii. **A UNE Student Accident Report will be filled out and the UNE Security office will contact the Dean of RSAS, Academic Affairs and the Dean of Clinical Education**

Absence from Rotation Due to Illness or Injury

For an absence in excess of two days, a doctor's letter is required for the student to return to rotations. Follow the instructions under [Attendance](#) in this document.

Bloodborne Pathogens

Health care practitioners can reasonably anticipate that they will encounter blood and/or other potentially infectious materials. All students are provided with information and education pertaining to:

- a. Universal precautions
- b. OSHA regulations
- c. Hepatitis B and hepatitis B vaccine
- d. Human immune deficiency virus

Needle Stick / Bodily Fluids Exposure

Should an exposure incident occur:

- Immediately cleanse the affected area:
 - Wash needle sticks and cuts with soap and water
 - Flush splashes to the nose, mouth or skin with water
 - Irrigate eyes with clean water, saline or sterile irrigants

A student who experiences a needle stick or other exposure to bodily fluids should **immediately cease training activity and seek medical attention**, In addition:

- a. **Immediately notify your direct supervisor**
- b. **Contact the UNE Security office (phone number)**

- c. Provide your insurance card at point of treatment or promptly file a claim with your insurance carrier to ensure payment of associated/covered costs. Remember, the cost of testing, etc. following a needle stick incident is small compared to the risk of sacrificing your medical career by leaving an injury unchecked and untreated.

For years 1 & 2

- Students should be evaluated at a local emergency room or urgent care for access to care, testing and other recommendations as needed
- Follow-up evaluation may be done at the student health center
- Students are responsible for the cost of evaluation and treatment

Contact the Student Health Center on the UNE Biddeford campus (207-602-2358) if you have questions about protocol and/or follow-up.

Where to Obtain Medical or Psychological Care

- UNE Biddeford and Portland Campuses
 - **Health:** Locations, hours, forms, policies, etc. <https://www.une.edu/student-health-center>
 - **Counseling Services:** Hours, self-help resources and emergency information, etc. <https://www.une.edu/studentlife/counseling>
 - Note: A student on rotations may consult with UNE counseling personnel if the student previously established a therapeutic relationship with someone in that office. Counseling personnel cannot establish a new relationship via phone or e-mail, it must be done in person. The student also can seek one-on-one assistance at their clinical campus or with a community counselor of their choosing.

Crisis Response: Off-campus resources available 24 hours per day:

Maine locations (888) 568-1112; Outside of Maine, contact the National

Suicide Prevention Hotline (1-800-273-8255). If you are a Portland or

Biddeford campus-affiliated student and are currently experiencing a mental health crisis, you can reach UNE's on-call counselor by calling (207) 602-2549 and then pressing 6.

STUDENTLINC

Confidential resource for students designed to help students address a variety of concerns, such as anxiety, stress, substance abuse and adjustment issues that may impact performance and cause personal distress.

<https://www.supportlinc.com/>

Username: UNECOM

Clinical Campuses

- Each Clinical Campus has medical and psychological services available to students as needed.
- Students will receive information at the orientation conducted by their clinical campus regarding access to health services. Students also can talk to the clinical

campus Regional Assistant Dean, Medical Education Coordinator or their attending. In the event of an emergency or during weekend or evening hours, go to the hospital's emergency department.

Students are required to have health insurance to defray the cost of such services, and the student is responsible for costs not covered by health insurance.

G. Classification and Titles

Students enrolled in UNE COM are classified as first, second, third, and fourth year osteopathic medical students. Only those individuals who have earned a doctoral degree are entitled to use the term "Doctor." Therefore, students enrolled in the College of Osteopathic Medicine who do not possess such a title will be referred to as Osteopathic Medical Student. The suffix OMS (Osteopathic Medical Student) 1, 2, 3, or 4 will be appended to student names in official correspondence.

H. Employment

Pursuing the study of medicine is considered a full-time occupation. While remaining fluid and flexible in order to adapt to the changing dynamics in the field of medicine and medical education, the academic curriculum at UNE COM is designed to optimize student opportunities to achieve excellence in his/her chosen area of interest. As a result, the curriculum is challenging and rigorous.

Consequently, students should avoid engaging in any type of employment – either for remuneration or voluntary – that would jeopardize his/her full engagement in the educational program.

I. Timing

All students must complete the course of studies leading to the D.O. degree within 6 years of matriculation (or within 150% of the standard time to obtain the degree).

J. Transportation

Students must have an available and reliable means of transportation to participate in all academic activities in the pre-clerkship years (1 and 2) and clerkship years (3 and 4).

K. Tutorial/Learning Assistance

Both the University and College support a number of programs to assist students who may experience academic difficulty with any area of the curriculum.

Individuals who are experiencing difficulty are encouraged to seek assistance earlier rather than later to avoid jeopardizing their academic record. The University Student Academic Success Center (<https://www.une.edu/SASC/services>) periodically offers workshops (as well as individual assistance) on test taking, note-taking, reading, writing, or study skills. The college provides trained tutors through the Student Academic Success Center; however, **PLEASE NOTE: The College**

cannot guarantee the availability of tutors.

L. Accommodations/ Student Access Center

Students seeking accommodations must contact the Student Access Center (<http://www.une.edu/studentlife/student-access-center>). The Student Access Center exists to ensure that qualified students with a disability have equitable access to and equal opportunity throughout the entire educational process. No student will be granted any accommodations in a course until the accommodation request has been approved by the Student Access Center and the accommodation letter has been given to the Course Director(s), this should be done before the activity in question begins. Any student that is granted accommodations will need to meet with the Course Director(s) to discuss how their accommodations will be met. Requests will be accommodated to the greatest extent possible, but the accommodation cannot compromise the fundamental learning goals of the curriculum for the student or his or her peers. For further information, refer to the Student Access Center section in the University Student Handbook.

M. Student Records

The University Registrar maintains all UNE COM students' official academic records. These records are subject to the Family Educational Rights and Privacy Act (FERPA). For further information about accessing these records, please consult the UNE catalog: <https://www.une.edu/registrar/catalog>

N. Health Insurance Portability and Accountability Act (HIPAA)

The University of New England College of Osteopathic Medicine is required by law to ensure that all UNE COM faculty, staff, and students receive training regarding national HIPAA regulations. Every hospital and clinical office in the USA are bound by the same regulations. The UNE COM Office of Academic Affairs notifies students in Years 1 and 2 of requirements and procedures for annual HIPAA training. In years 3 and 4, the UNE COM Clinical Education Office will notify students of the requirements and annual procedure for HIPAA training. Failure to comply with this requirement within the specified time frame may result in suspension of a student's privilege to continue in the academic program.

O. Occupational Safety and Health Administration (OSHA)

To comply with OSHA 29CFR.1910.1030 regulations, students are required to receive annual OSHA training in occupational exposure and blood borne pathogens. The UNE COM Office of Academic Affairs notifies students in Years 1 and 2 of the requirements and procedures for annual OSHA training. In Years 3 and 4, the UNE COM Clinical Education Office will notify students of the requirements and annual procedure for OSHA training. Failure to comply with this requirement within the specific time frame may result in suspension of a student's privilege to continue in the academic program.

P. Authorized Signatures

From time to time students may need to have forms of one kind or another signed by

school officials. The COM Associate Dean for Recruitment, Student & Alumni Services (RSAS) is authorized to sign such forms as the representative of the College or will know whose signature is authorized for specific forms. Forms requesting information regarding clinical performance should be referred to the Office of Clinical Education.

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VIII. Professional Behavior and Conduct Policy

Satisfactory completion of the curricular requirements for graduation from the University of New England, College of Osteopathic Medicine (UNE COM), includes the demonstration of acceptable professional behavior and conduct. Students must meet the following standards and uphold the Code of Ethics throughout all years of UNE COM training to maintain eligibility for graduation.

Standards for Professional Behavior and Conduct

- A. Behave in a respectful, responsible, reliable and dependable manner, e.g., manage time well, respect deadlines for assignments (including peer, faculty, and course evaluations and assessment), respect starting times for meetings and appointments; plan ahead; follow through with commitments; cooperate with person(s) in charge of programs; and take responsibility for absences or missed assignments;
- B. Demonstrate personal integrity, honesty, and self-discipline, e.g., is ethical, respectful, consistently demonstrate truthfulness in documentation, reports and self-evaluations, show appropriate personal control, and assume responsibility for tasks that he/she can manage;
- C. Demonstrate cultural humility and self-awareness of own privilege in treatment of all others in the community, which encompasses the College, the University, the town and state within which we are located and the world at large;
- D. Project a professional image in manner, dress, grooming, speech, and interpersonal relationships that is consistent with the medical profession's accepted contemporary community standards, e.g., maintain personal hygiene, notify preceptor or other leader in case of emergency absence or call to apologize if unable to notify in advance; demonstrate respect for patients and colleagues when doing patient exams or treatment;
- E. Recognize his/her personal limitations and biases, – whether they are intellectual, physical, emotional and/or cultural and strives to correct them, e.g., overcome negative behaviors such as procrastination, learns to be a team member, adapts to new situations; eschews discriminatory and derogatory conduct and/or speech and defends those impacted by it;
- F. Demonstrate professional and emotional maturity appropriate to manage tensions and conflicts that occur among professional, personal, and family responsibilities, seeking professional help if necessary, e.g., attempt to resolve personal misunderstandings and disagreements with perceived antagonists, seek appropriate help from faculty advisors, tutors, counselors, learning assistance professionals and other qualified persons, demonstrate ability to appropriately prioritize personal, professional, and academic expectations and activities;
- G. Demonstrate ability to exercise sound judgment and to function under

pressure, e.g., request help when needed and avoid endangering others, respect the difference between student physician and physician, and remain focused on the task at hand, remembering that as student physician he/she/they represents UNE COM to the community;

- H. Demonstrate ability to learn from mistakes, failures and ingrained mindsets, heed admonitions and warnings from officers of UNE COM and of clinical supervisors, e.g., consistently accept feedback and constructive criticism regarding professional behavior and attitude, understand seriousness of academic and disciplinary warnings;
- I. Demonstrate respect, compassion, and ability to learn with others, e.g., work cooperatively with differences and diversity across all dimensions including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex and sexual orientation, socioeconomic status and religion, and respects the privacy and individual choice of others;
- J. Consistently demonstrate respect for administrators, faculty, staff, and fellow students of the University in all settings on and off campus, and the Clinical Sites;
- K. The same behaviors are expected for on-line classes and experiences (see Appendix B);
- L. The professional student/future physician adheres to the American Osteopathic Association (AOA) Code of Ethics as published by the AOA (<http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>) as well as any applicable College or University standards for conduct;
- M. Students are expected to follow the University of New England Code of Conduct <https://www.une.edu/studentlife/handbook>

IX. UNE COM Code of Ethics

The proper practice of medicine requires the physician to maintain an unwavering standard of professional ethics and personal integrity. The medical student, by accepting the invitation to join the medical profession, acknowledges his or her responsibility to uphold these high standards. Failure to abide by this code will lead to either referral to the Committee on Student Progress OR referral to the students Government association Ethics Committee.

The University of New England College of Osteopathic Medicine, in order to preserve an environment where professional integrity is expected and dishonest behavior not tolerated, has adopted the following ethics code:

Medical students should act honorably and ethically at all times and should not tolerate dishonest or unethical actions. It is the duty of a medical student to confront or report any unethical behavior observed by that student, and to participate in deliberations of the ethics board if requested. Failure to do so will itself be considered unethical behavior.

This ethics code specifically applies to all areas of the student's educational experience and is designed to be a standard of behavior expected of all physicians. Dishonorable and unethical actions, as defined by this code include, but are not limited to the following: The specific language of the code and the response to violation of such is located here: https://www.une.edu/sites/default/files/une_com_student_ethics_code_2017.pdf

- 1) Plagiarizing is defined as the representation of someone else's ideas, inventions, or writings, as one's own. Students are required to utilize proper English quotation and documentation practices.
- 2) Cheating, which includes but is not limited to the following actions:
 - i) Use of materials other than those expressly approved for an exam (i.e. notes, books, calculators, cell phones, mp3 players).
 - ii) Looking at someone else's test materials, or assisting someone else in looking at one's own or another's test materials during an exam.
 - iii) Speaking aloud to one's self or anyone other than the proctor during the exam.
 - iv) Tampering with material presented at a laboratory exam station in a way that may give one or more students an advantage or disadvantage (e.g. moving a pin on an anatomy exam or changing objectives on a microscope during an exam unless expressly authorized to do so).
- 3) Knowingly giving to or receiving any assistance in the completion of graded assignments or examinations, beyond that which is authorized by the faculty. This includes but is not limited to selling, giving, lending, or otherwise furnishing by any means any information concerning the questions or answers to any current or future examination (i.e. discussion in the hallways concerning an ongoing exam).
- 4) Acquiring or attempting to acquire any unauthorized material relating to the conduct of a course. These materials include, but are not limited to, laboratory materials, examination

materials, evaluations, or attendance records (i.e. accessing examinations outside of the authorized setting whether tangible or electronic copies).

5) Unauthorized possession of, whether temporarily or permanently, the property of any member of the UNE staff, faculty, or student body. (i.e. acquiring Noteservice without a subscription)

6) Furnishing false, altered, misleading, or materially incomplete information to University officials, or on official medical records.

7) Violating a published or defined professional standard of ethics or discipline to which the student is bound. The student is specifically directed to the A.O.A. Code of Ethics as found in the AOA Yearbook and Directory, the UNECOM Standards for Professional Behavior and Conduct, as found in the UNECOM Medical Student Handbook and the University Conduct Code, as found in the UNECOM Medical Student Handbook.

8) Signing yourself, or others, into a mandatory class (i.e. OPP, Doctoring without fully attending the class).

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X. UNE COM Osteopathic Medical Student Dress Code Policy

Attire and Grooming: Dress is a personal form of expression, which conveys how we see ourselves in the world. There are times when a different standard of dress is required for different activities. The form of dress shows respect for the people with whom we interact, their perspective of the world, and the role we play within it. As professionals, students need to understand and respect that their manner of dress sends a message to patients and other professionals. At all times, all individuals in the UNE COM community, including students, faculty and staff, are expected to show good judgment in their attire and grooming. Generally, everyday attire should be neat, clean, and conservative, neither too tight, nor overly revealing. Shoes and socks/stockings should also be clean and appropriate.

Classrooms: Dress standards will be established by course directors. Classroom attire of all present should convey awareness that the medical student is entering a profession that is held in high regard by the members of the public. This is particularly important for the student as it conveys to faculty and others an understanding of the role they will assume as practicing physicians. If patients or the public are present during class, Preceptor Dress (see below) with a White Coat is required for all students (this includes in working with Standardized Patients in the Clinical Performance Center and in any Oral Board Exam). Course directors have the discretion to require Preceptor Dress for other activities as deemed necessary for the course.

Preceptorships/Clerkships: Professional activities, such as preceptorships, usually demand a more formal style of dress than does the classroom. Unless otherwise specified, a White Clinical Coat and name tag will be required while the student is on preceptorship assignments. Students on clinical rotations will comply with the dress code of the clinical site and OSHA standards. If the clinical site does not have a stated policy, a White Clinical Coat and Name Tag are required to be worn over standard, accepted Preceptor Dress.

Preceptor Dress: is generally defined as dress pants, dress shirts and tie or conservative length skirts/dresses, dress pants and dress tops. In all cases, footwear should be closed toed and appropriate for clinical or laboratory activities.

Casual Dress: is permitted in settings where the public is not expected to be present. Dress should be appropriate to the event or dictated by safety protocols and OSHA requirements. Such settings may include but are not limited to the following: research laboratories, study groups, club meetings, recreational and social events. If a course director, clinical supervisor, faculty, or their designee observes a "violation" in grooming or attire, the individual may be requested to leave the classroom, laboratory, or clinical site.

XI. Grade Assignments

General Policy

- The assessment and evaluation of student performance in years 1 and 2 courses are explicitly outlined in each Course Syllabus. After verification by the course director, grades are submitted to the Curriculum Office for transmission to the Registrar's office.
 - All final grades are submitted to the Registrar within two weeks following the end of the course.
- The evaluation of student performance on clinical rotations during years 3 and 4 are explicitly outlined in the rotation syllabi. Grades are submitted to the Clinical Education Office for transmission to the Registrar's Office.
 - All final grades are submitted to the Registrar within two weeks following the receipt of the Medical Student Clinical Competency Form from the clinical site and the successful completion of the Comprehensive Osteopathic Medical Achievement Test (COMAT), if applicable to the rotation.

Assessment and Evaluation

The director(s) of each course/clinical rotation/service will evaluate each student for that course/clinical rotation/service. These evaluations will include assessments of professional behaviors as well as cognitive and skills development. UNE COM sets exam schedules by semester for first and second year courses and has protocols to which students must adhere for different types of assessments. During the third year, students must pass the Comprehensive Osteopathic Medical Achievement Test (COMAT) following each core rotation and are also evaluated by faculty. The COM Committee on Student Progress will use faculty evaluations as appropriate during their deliberations and make recommendations to the appropriate COM ADAA or ADCE as needed.

Grades for Courses in Years 1, 2, 3

HONORS – (H)

HIGH PASS – (HP)

PASS – (P)

FAIL – (F) Any student failing to complete the course requirements will have a grade of FAIL (F) recorded as the course grade.

INCOMPLETE – (I) Whenever a course grade cannot be submitted at the conclusion of a course because a student has not completed all of the necessary assignments for the course, a grade of Incomplete (I) will be entered on the student's transcript.

All grades of Incomplete (I) must be replaced by a grade of H, HP, or P as described above before the student can be promoted to the next phase of training. Upon receiving a grade, the Registrar will remove the Incomplete (I) from the student's record. If the Incomplete (I) is not replaced by a grade within 6 weeks of the end of the term it will automatically revert to a grade of "F"; therefore, it is important to follow up on incomplete grades in a timely manner.

Withdrawal - (W) Any student who formally withdraws from a course within two-thirds of the course being completed will receive a Withdraw (W). Anyone who formally withdraws after two-thirds of the course is completed will receive a Withdraw Pass (W/P) or Withdraw Failure (W/F).

Grades for Courses in Year 4

The fourth-year curriculum is delivered as two distinct Clinical Experiences, each coordinated within an individual semester:

- Clinical Experiences Semester A will run from July 1 – December 31, and consist of a total of 3-24 credits.
- Clinical Experiences Semester B will run from January 1- May 15, and consist of 3-24 credits.
- Final grade for each semester will be determined by an evaluation of all grades submitted for each rotation, and recorded as a final grade of Pass or Fail.

PLEASE NOTE: A passing grade must be obtained for all courses or rotations in a given phase before a student can be promoted into the next phase of training, as outlined under Promotion. For more specific information regarding courses and rotation requirements see the Course Syllabus for each course or the Clinical Training Manual.

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XII. Assessment Policies

General Guidelines

The type, content and frequency of examinations for any course/rotation are published in the course rotation syllabi prior to the beginning of the course/rotation. Subsequent changes to these published guidelines may be made under unusual circumstances, after review by the Curriculum Advisory Committee and approval of the Associate Dean for Academic Affairs.

All students should abide by the honor code for all assessments. Please reference each course/rotation syllabus for details.

Administration of Examinations for Years 1 and 2

See Appendix A of this document UNE COM Protocol for ExamSoft Exams

Administration of Exams for Year 3

Refer to the rotation syllabi.

Class and Assessment Cancellation/Delay Policy

See the UNE Student Handbook, COM Course or Rotation Syllabi.

The cancellation of assessment or clinical experience assignment follows the UNE cancellation policy. Please refer to your course/rotation syllabus for details. The student may access this link for more details: <http://www.une.edu/about/cancellationdelay-policy>

In the event of a university cancellation, delay, or closure due to inclement weather your examination will be canceled or moved to a different time or date. Each course has cancellation contingency plans outlined in the syllabus and updated information will be posted to D2L. For years 1 & 2 the UNE announcement will be delivered via email or text. Please watch WCSH- Channel 6; WMTW- Channel 8 or WGME- Channel 13 for announcements. You may also call the Bulletin Board 602-2211 or access <http://my.une.edu/> for information. Please do not call the switchboard or answering service because they cannot access the appropriate message.

Student Accommodation Policy

Students requesting reasonable accommodations under the Americans with Disabilities Act, Maine Human Rights Act or other applicable law must request accommodation through the Student Access Center (<http://www.une.edu/studentlife/student-access-center>). Students requesting special accommodations for other reasons, should also contact RSAS and also contact the Student Access Center.

XII. Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) LEVELS 1, 2-CE (AND 2-PE) POLICY

Please see Appendix C for specifics regarding COMLEX and COMSAE.

REQUIREMENTS

- As per UNE COM's accreditation standards students must pass COMLEX-USA Levels 1, 2CE and 2PE to meet eligibility requirements for graduation. *At the time of this writing the National Board of Medical Examiners (NBOME) has paused the clinical skills board exams known as COMLEX Level 2 PE and COCA has paused the 2PE graduation requirement. Thus, conditions and requirements concerning 2PE are not included here. This section will be updated as the situation changes.*
- The student must be in good academic and professional standing to take COMLEX-USA Level 1, and Level 2CE (cognitive evaluation).
- The student must pass COMLEX-USA Level 1 to begin clinical rotations.
 - The student must schedule and take COMLEX Level 1 so that the score is reported **prior** to the start of third-year.
- The student must pass COMLEX-USA Level 1 to be eligible to take COMLEX-USA Level 2-CE.
- The student must pass COMLEX-USA Levels 1, 2CE (and pending NBOME decision, 2PE) as a condition of graduation.
- The NBOME establishes the minimum passing scores for all COMLEX-USA Levels. For more information, see <http://www.nbome.org/>.
- The student will have a maximum of three attempts to pass each of the COMLEX-USA exams required for UNE COM graduation.
- A student who does not pass any one of the required COMLEX-USA exams in three attempts may be recommended for dismissal from the College of Osteopathic Medicine.
- A student has a maximum time period of six (6) years (150% of the four-year curriculum, including time formally designated as leave of absence) to complete all degree requirements and pass COMLEX-USA Level 1, COMLEX- USA Level 2CE, or may be recommended for dismissal from the College of Osteopathic Medicine.

COMLEX-USA LEVEL 1 - ELIGIBILITY and Passing Score Rules

A student must be in good standing, academically and professionally, and have scored 500 or greater on a timed and proctored COMSAE to sit for COMLEX-USA Level 1. Good academic standing is defined as having no outstanding course or academic deficiencies and no pending professionalism issues. A student who is not in good standing will be designated by the college as "ineligible" for the NBOME COMLEX-USA Level 1 until the outstanding deficiencies/issues are resolved. The Committee on Student Progress (CSP) must approve/endorse the plan of action regarding deficiencies/issues and determine that they are successfully resolved.

A Student who does not receive a passing COMLEX- USA Level 1 score must meet with the Chair of CSP. CSP will evaluate and make recommendations to the ADAA and/or ADCE.

COMSAE LEVEL 2 AND COMLEX-USA LEVEL 2CE Eligibility and Passing Score Rules

A student must be in good standing, academically and professionally, to sit for COMLEX-USA Level 2CE. Good academic standing is defined as having no outstanding course or academic deficiencies and no pending professionalism issues. A student who is not in good standing:

- will be designated by the college as “ineligible” for the NBOME COMLEX-USA Level 2CE until the outstanding deficiencies/issues are resolved.
- will remediate outstanding course or clinical work and/or resolve other issues by a date agreed upon by the appropriate individual or UNE COM office. The Committee on Student Progress (CSP) must approve/endorse the plan of action regarding deficiencies/issues and determine that same are successfully resolved. The student will be made eligible, by the college, to take COMLEX-USA Level 2CE once outstanding deficiencies/issues are successfully resolved. It is the student’s responsibility to schedule a test date with the NBOME

A student may schedule COMLEX-USA Level 2CE for a date on or after completion of the second week of their last core clerkship. In order to present a complete COMLEX-USA transcript to residency programs in a timely manner and to document this information for graduation, students are strongly encouraged to schedule COMLEX-USA Level 2CE for a date no later than September 30 of their 4th year.

A passing score for COMLEX-USA Level 2CE is a requirement for graduation. Each student will have a maximum of three attempts to pass COMLEX-USA Level 2CE. A student who does not pass COMLEX-USA Level 2 in three attempts may be recommended for dismissal from the College of Osteopathic Medicine.

A STUDENT WHO DOES NOT RECEIVE A PASSING COMLEX-USA LEVEL 2CE SCORE MUST:

Meet with the Chair of CSP. CSP will evaluate and make recommendations to the ADCE.

COMLEX-USA LEVEL 2PE – ELIGIBILITY

At the time of the writing of this document Level 2PE has been suspended by NBOME. While we will update this document with changes students are responsible for staying abreast of changes. Students may find updates at <https://www.nbome.org/>

XIII. Attendance Policy and Processes

Excused Absences

Students with illnesses, health care provider appointments (as supported by provider documentation), emergent needs or catastrophic circumstances (accident, death in the family, funeral, car break down, etc.) and/or religious observances will be eligible for excused absences.

Students in year 1 & 2 will submit a request for excused absences through RSAS and students in year 3 & 4 will submit through Clinical Education.

PLEASE NOTE: Regardless of whether an absence is excused or unexcused, all required coursework must be completed in order for a student to receive academic credit.

Unanticipated Absences Year 1 & 2

At the graduate and professional level of education, students are expected to fully participate in all scheduled educational activities. At the same time, there is an awareness that, from time to time, anticipated and unanticipated events may take place necessitating a student's absence from planned educational activities or exams. In recognition of this, students in years 1 and 2 will be required to apply to the Office of Recruitment, Student & Alumni Services (RSAS) for an excused absence status using the SharePoint link listed below.

([https://une1.sharepoint.com/teams/COM/RSAS/Student/SitePages/Excused - Absence.aspx](https://une1.sharepoint.com/teams/COM/RSAS/Student/SitePages/Excused-Absence.aspx)). If SharePoint is off-line, students should make phone calls or leave or voice mail messages should be placed at (207) 602-2329 to inform the Office of Recruitment, Student & Alumni Services of the intent to submit a request, followed by a written request.

The written request must contain: a) the date(s) of proposed absence(s); b) the specific activity (e.g. class, exam, etc.) to be missed; c) the reason for missing the mandatory activity; d) a plan to address the learning objectives of the missed mandatory activity and e) documentation from a health care provider when required.

- If the student is unable to do so on their own, someone else may contact the Recruitment, Student & Alumni Services (RSAS) or Clinical Education Offices and inform staff of the student's absence.
- Once the student is able to submit an excused absence request, they should follow the normal process for doing so, preferably no later than one business day following their return to academic activities.
 - Years 1 & 2 the process is described here:

<https://une1.sharepoint.com/teams/COM/RSAS/Student/SitePages/Excused-Absence.aspx>)

- If the absence is anticipated, such as an appointment with a health care provider, that request should be submitted as soon as possible, preferably two weeks in advance, or as soon as the date is known. A provider note will be required as part of receiving an excused absence
- If the absence was due to illness, and a student has been out three or more days, the student must provide a written statement from their health care provider, or the University Student Health Services, indicating they are fit to return to classes
- If missing an exam is involved, the make-up exam date will be determined by the Curriculum Office and the course directors(s). Students are responsible for contacting course directors to arrange the make-up; not the Office of Recruitment, Student & Alumni Services
- Retroactive requests for excused absences will not be considered.

Absences Years 3 and 4

As a physician in training, you must be acutely aware of timeliness and attendance at rotations and all related activities. Your supervisors, peers and patients depend on you to be present as scheduled.

- Students are excused from clinical activities following their End of Service (COMAT) exam on the last Friday of each Core clerkship (IM – only after completion of 12 weeks). Each clinical campus can set its own release and exam times. In addition, students are excused to attend fall and spring UNE COM/NEOMEN District Meetings (one day each). COM Clinical Education will notify clinical training sites of dates and locations of these meetings.
- **Except as noted above, students are expected to be in attendance from the first through the last day of each rotation. There are no “personal days,” “travel days” or other time off at the student’s discretion.**
- EVERY anticipated absence (wedding, boards, conferences, poster presentations, etc.) from a rotation must be requested well in advance (at least 60 days), made up during the affected rotation, and documented on the Absence Request form. The Absence Request must detail the make-up time, be signed by supervisory personnel at the clinical campus, and be received in the COM Clinical Education Office (comclinicaleducation@une.edu or fax 207-602-5908) at least 60 days in advance of the anticipated absence.
- In the event of sudden illness or other emergency, the student must notify, or ask a classmate to immediately notify, the rotation supervisor, clinical campus Medical Education personnel and the UNE COM Clinical Education Office (comclinicaleducation@une.edu)
- Nights or weekends, use the emergency numbers listed for COM Clinical Education personnel
- The student will arrange make-up time upon return to the rotation and will submit the Absence Request within 24 hours of resuming rotations.
- If the clinical facility cannot provide the student with additional assignments to compensate for missed time, the Associate Dean for Clinical Education may require

the student to use “free” time elsewhere in their schedule to make up the time missed.

Rotation sites report student attendance to the COM Clinical Education Office. A student who fails to follow the above protocol and/or report absence(s) is subject to disciplinary action by the Committee on Student Progress including, but not limited to, a failing grade for the rotation.

Irregular or Inappropriate Behavior

A student who fails to report to a scheduled rotation, is excessively absent, leaves a rotation in progress without permission from the COM Clinical Education Office or is dismissed from a rotation site for a substantive, documented reason will receive a Fail grade for the rotation and is subject to disciplinary action by the Committee on Student Progress. In the above instances, or in the case of a student who is prohibited by a rotation site from attending future rotations at that site, based on substantive documentation, the Committee on Student Progress may recommend academic warning, probation, suspension or dismissal from UNE COM.

Mandatory Activities

Training sites may designate certain educational activities mandatory. Examples of such activities may be maintaining medical activity logs or attending morning report, noon lectures, and/or academic day. The student must complete all activities that the training site designates as mandatory.

Absence from Rotation Due to Illness or Injury

If an illness or injury results in more than 2 days absence from rotations:

- The student must seek medical attention.
- In addition, the student must arrange to have the treating physician send to the Associate Dean for Clinical Education a letter listing the date of initial examination and follow-up medical appointments and stating the recuperation period and the date that the student may return to rotations.
- The student also must give a copy of this letter to the Clinical Campus Regional Assistant Dean, DME, Medical Education Coordinator or other designated individual at the rotation site.
- A student may not return to rotations, and will not receive credit for any clinical activity, until the Clinical Education Office confirms receipt of the physician's letter, even if the rotation was properly pre-registered.
- The student is required to make up missed time.
- An Absence Request form is required. If the absence involves an injury, the student also will submit an Accident Report Form.

Jury Duty

Year 1 & 2

A student who receives a notice for jury duty or Grand Jury service should **immediately** send a copy of the notice to the RSAS. We will request a deferment on your behalf.

Year 3 & 4

A student who receives a notice for jury duty or Grand Jury service should **immediately** send a copy of the notice to the Clinical Education Office or your Student Support Specialist. We will request a deferment on your behalf. If you are notified that the jurisdiction will not grant you a deferment, e-mail this fact to your COM SSS, complete the jury service, and send your COM SSS an Absence Request form detailing how the missed time will be made up or scheduled for another time period.

Third Year 2-Week December Break Block

The third-year clerkship schedule includes a designated break 2-week block in scheduled core rotations between Block 4 and 5 (typically in December) that the student may use for study time or other (non-credit activity). In the fourth year, students desiring non-credit study time in December must submit a Clerkship Registration and Approval (CRA) form for “free” time and must arrange it so that there is no break in the middle of a rotation.

UNE Holidays and Spring Break

Students on rotations during year 3 and 4 do NOT follow the UNE holiday schedule and do NOT have a spring break. Students must comply with the local hospital or institution schedule and continue on their clinical schedule throughout the spring. ***There is no “spring break” during rotations.***

Holidays

- Holidays are designated by each hospital.
- These may be different from one hospital to the next, and each student will follow the schedule of the hospital at which (s)he is rotating at the time.
- Typically, students will follow the same holiday schedule as the hospital’s medical education office personnel.

Religious Holidays

- UNE COM respects the observation of religious holidays by medical students.
- A student requesting time off for a religious observance that is not factored into UNE COM’s or the hospital’s regular schedule will complete an Absence Request form well in advance (at least 60 days) of the holiday. They will further ensure with the supervising physician that there is adequate clinical coverage by another student or a member of the hospital’s physician staff.

- The student is required to make up all missed academic or clinical work, as decided by the supervising physician and/or hospital administration. Make-up arrangements will be noted on the Absence Request form that the student submits to COM Clinical Education in advance of the time off.

Time Off for 4th Year Residency Interviews

Students should schedule interviews using “free” time rather than taking time off during a scheduled rotation. The Office of Clinical Education is aware of the

challenges that 4th year medical students face during the interview season with regards to time off for interviews during clinical rotations. The vast majority of residency

interviews occur during November, December, and January of the 4th year. **With pre-approval**, 4th year students will be allowed up to 3 days off per 4-week rotation for interviews during the months of November, December, and January without a requirement for makeup. Students will need to email the Office of Clinical Education at least 2 weeks in advance of the requested time off for interviews. In this communication, students need to provide the following information: date and place of the interview and the absence policy of the rotation site where the student will be missing time (requested time off must be in compliance with the rotation site policy). If missed time for interviews has not been pre-approved, students will be required to make up any missed clinical time. Excessive absence from a rotation during “residency season” is a common reason for a marginal or failing grade on the evaluation so please make the best plan possible and communicate effectively with your rotation site managers/preceptors and Office of Clinical Education.

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XVI. Student Progress Policy

Student Progress

The Committee on Student Progress (CSP) is responsible for making recommendations of each student's progress through the curriculum. Recommendations for yearly progress go to the Dean, while recommendations for interruption of progress will go to the Associate Dean of Academic Affairs (year 1 and 2) or the Associate Dean of Clinical Education (year 3 and 4). This includes recommendations on behavioral, disciplinary and academic matters. The CSP makes recommendations to the COM Dean concerning promotion of students to the next class, and to the COMFA and COM Dean on the awarding of the degree of Doctor of Osteopathic Medicine to those who have satisfied all graduation requirements.

In addition to the UNE COM Student Code of Ethics, UNE COM students must also follow the UNE Student Code of Conduct <https://www.une.edu/studentlife/student-affairs/student-conduct> Any violations to the UNE Code of Conduct will be reviewed and addressed through the UNE process: <https://www.une.edu/studentlife/handbook>

Student Progress in a Course/Rotation

A student who is unable to meet competency for performance indicators may be deemed at risk for course failure. Each course/rotation syllabi describes the criteria that indicates a student is at risk.

Students meeting the “at risk” threshold must meet with the course director(s). Students deemed “at risk” may also be referred to the Associate Dean of RSAS and /or Committee on Student Progress (CSP) for further evaluation of the situation and determination of action. In addition to specific academic interventions, it is within the CSP’s purview to make recommendations as to an “at-risk” student’s eligibility to participate in co-curricular activities; hold leadership positions; attend outside events and/or conferences; and/or represent UNE COM.

Student Promotions

- A. A student will be promoted from one academic year to the next when all requirements for the precedent year are successfully completed and the Committee on Student Progress (CSP) has formally recommended him/her for promotion to the Dean.
- B. No student may concurrently take units of study that are scheduled for credit in a different academic year or semester.

Graduation

A student who has successfully completed all requirements for graduation as published in the University of New England, College of Osteopathic Medicine catalog – including all academic and professional standards requirements – within the time constraints described above (see section 4 I) will be recommended by the Committee on Student Progress to the Faculty for graduation. If a majority of the full-time Faculty present at a scheduled Faculty meeting votes to support the recommendation, such recommendation will be forwarded to

the Dean who will present the recommendation to the university Board of Trustees for approval.

All students must complete the course of studies leading to the D.O. degree within 6 years of matriculation (or within 150% of the standard time to obtain the degree). Individuals who do not meet this standard will not be eligible to graduate.

Academic Probation

- A. Placement of a student on academic probation indicates the student's inability to meet the expected standards of academic or professional behavior and the College's dissatisfaction with the students' performance.
- B. A student may be placed on academic probation for course related performance, and/or violation of expected professional standards and/or behaviors.
- C. A student on academic probation will remain enrolled and must continue to meet the curricular requirements of all units of study.
- D. While on probation, the student will not represent the college at outside events (ex. Conferences, poster presentations, etc.) and will be asked to curtail elected office responsibilities until their academic performance improves.
- E. Students who violate the conditions of probation as listed above, will be reviewed again by the Committee on Student Progress, which will make such recommendations to the ADAA or the ADCE as it sees fit.

Disciplinary Probation

- A. Placement of a student on disciplinary probation indicates the student's inability to meet the expected level of behavior and the College's extreme dissatisfaction with the behavior or conduct.
- B. A student on disciplinary probation must discontinue the behavior leading to probation, maintain a record of exemplary behavior, and follow all recommendations made by the CSP, Dean, ADCE or ADAA.
- C. While on probation, the student will not represent the college at outside events (ex. Conferences, poster presentations, etc.) and will be asked to suspend or resign from elected office responsibilities until their behavior and professionalism improves.
- D. Students who violate the conditions of probation as listed above will be reviewed again by the Committee on Student Progress, which will make such recommendations to the ADAA or the ADCE as it sees fit.

Withdrawal

An application for voluntary withdrawal from the College must be submitted in writing to the Dean. Students should complete the appropriate form for Leave of Absence or Withdrawal as found on the Registrar's website.

<http://www.une.edu/registrar/registration/registration-forms>

XVII. Academic Leave of Absence

- A. The paperwork to process the Leave of Absence (LOA) is handled by the Office of Academic Affairs for years 1 and 2 and the Office of Clinical Education for years 3 and 4. Students will meet with the Associate Dean of the appropriate office whenever considering a leave of absence. Depending on the circumstances, the student also may be referred to the Associate Dean of Recruitment, Student and Alumni Services for additional guidance.
- B. With the approval of the Dean, the ADAA or ADCE may unilaterally place a student on a leave of absence when considered to be in the best interest of the student or the institution.
- C. A student may appeal the Associate Dean's decision to require a leave of absence and/or the conditions for returning from LOA by petitioning to the Dean. The appeal must be submitted, in writing, within seven (7) business days of the Associate Dean's decision to place the student on leave of absence and must specify in detail the basis of the appeal.
- D. A student granted a leave of absence for any reason will have a Withdrawn (W)/P or F, on his/her transcript opposite those units of study not completed because of the leave.
- E. A student on LOA will not be considered an enrolled student and will not be permitted to participate in any scheduled educational activities, extracurricular activities, campus services or clinical assignments of any kind. An exception will be granted to permit a student to register for and take a standardized board examination (COMLEX) that is a required component of the curriculum.
- F. A student planning to return from LOA must notify the CSP of his/her intent to return by the date indicated at time of LOA and must meet with the CSP before resuming a course of studies, and must follow the Registrar's protocol for registration to return from the leave of absence.
- G. Students placed on an LOA will have the time of leave counted towards the six- year time limit towards graduation.
- H. An *Academic Leave of Absence* (LOA) can be for a specified period of time, not to exceed one academic year (12 months). A student who does not return as anticipated will be considered administratively withdrawn and subject to readmission processes.

Medical Leave of Absence

A student may request a Medical Leave of Absence during the semester should it be determined that they cannot fulfill the academic requirements for their classes due to a medical condition and/or that a documented medical condition makes it difficult to successfully complete the semester. The student must complete a *Return from Medical or Psychological Leave of Absence* form and submit to the Assistant Provost of Student Support and Student Access Center no later than 2 weeks prior to the start of the semester of return.

Mandatory Administrative Medical or Psychological Leave of Absence

In certain circumstances, the Dean may determine that a student will be required to take a Leave of Absence in response to exhibited behaviors.

- Ongoing behaviors which cause significant and pervasive disruption to the learning community, either in the classroom or elsewhere on campus, or
- If a student presents an imminent danger to themselves and/or others.
- Temporarily unable to meet the technical standards

Procedure for Medical or Psychological Leave of Absence

Please see UNE Student Handbook <https://www.une.edu/studentlife/handbook>

Application to Return from Medical or Psychological Leave of Absence

Please see UNE Student Handbook <https://www.une.edu/studentlife/handbook>

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XVIII. Student Rights and Responsibilities

<https://www.une.edu/studentlife/handbook>

Academic Progression Appeals: Students have the right to appeal decisions on academic progress based on process or procedure as described below.

- A. Appeals regarding decisions on Academic Progress will be submitted to the COM Dean or designee and may require the submission of an Academic Petition
<http://www.une.edu/registrar/registration/registration-forms>
- B. A decision regarding academic progress reached by the designated academic administrator, hereafter referred to as the academic review officer, or a decision imposed by an academic review committee may be appealed by the accused student(s) or Complainant(s) to the COM Dean within seven (7) business days of the decision. Such appeals shall be in writing and shall be delivered to the Dean and must be based on; 1) new evidence that could not have been presented to the academic review officer or committee at the time of the original decision, or 2) procedural errors in the original review process that had a substantial impact on or otherwise prejudiced the original determination. Students may also appeal a decision denying readmission to the University. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive. Appeals will only be accepted by the COM Dean's office if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s).
- C. The Dean will decide whether grounds are present in the petition to warrant a review. This decision is generally based on the merit(s) of the cause outlined in the petition, and/or the weight of the consequences on the student and the University. The appeal is not intended to afford a full rehearing of the case but to serve as a method of reviewing the written content and grounds for appeal submitted by the student. The Dean will inform the student in writing of the decision within fifteen (15) business days of the receipt of the appeal.
- D. If it is deemed by the Dean that an appeal is warranted, the following procedures will be followed:
 - An appropriate appeal committee will be convened, and a review will be conducted.
 - If the Dean was the original decision maker, the appeal will be referred to the Provost or designee.

Composition of the Appeal Review Committee will be as follows.

- A. An Academic Appeal Review Committee will adhere to the following protocols and procedures:
 - a) Five (5) faculty members from the student's college.
 - b) If the failure is for disciplinary reasons a staff member from the accused student's program will serve in an ad hoc capacity, will sit in on the review but not on the deliberation.
 - c) If the failure is for disciplinary reasons the committee will include a member of the UNE Student Affairs staff who has not served in an advisory capacity to the student in this matter, except in cases involving programs out of the United States when no other member of the Student Affairs staff is available.

- d) Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
 - e) A person may not serve as a member of the Appeal Review Committee if they are the Complainant, is to be a person providing information for or against the accused student, or has been involved in any capacity in events leading to the appeal. Should a conflict of interest be perceived by any party involved, the Appeal Review Committee will decide whether any member will be replaced. The Dean will appoint a new member at the recommendation of the Committee.
- B. Appeal Review Protocols will include the following:
- a) In advance of the review, the Dean will supply each member with copies of the written appeal plus relevant documentation, material requested by members of the Committee, and the names of individuals who will be appearing before the Committee. The Dean will also forward copies to the student.
 - b) The Dean will notify the student, in writing, of the time and place of the Review. The student has the option of being present throughout the proceedings. The student may have an Advisor present from the University community, but not legal counsel or family/parent(s)/ guardian(s). Neither the student nor Advisor may be present for Committee deliberations. All meetings will be conducted in private.
 - c) The Committee will focus on information relevant to the appeal and not review the original case. All information upon which a decision will be based must be introduced into evidence at the proceedings before the Committee; the decision will be based solely upon such information. It may call persons providing information of its own and/or hear from persons providing information provided by the student and by other principals involved. The Chair may limit the number of persons providing information to be heard, and may require statements in advance. Individuals, however, cannot be compelled to testify. The Committee may also require the Dean to produce University, student, or other records as permitted by law.
 - d) Unless deadlines have been extended by the Dean, the final findings and recommendations of the Committee will be forwarded to the Dean no later than thirty (30) business days subsequent to the Committee's first meeting. The report will consist of a summary of the reviews, evidence presented, and recommendations of the Committee.
 - e) The Dean will make a decision and report it to all parties involved within ten (10) business days of receipt of the Committee's findings and recommendations. The decision of the Dean will be final.
 - f) If an appeal is upheld by the Appeal Review Committee, the matter may be remanded to the original academic review officer or committee for re-opening of the review and reconsideration of the original finding and/or sanction(s). A new academic review officer may be assigned as determined appropriate by the Dean.
 - g) In cases involving appeals by persons other than students accused of violating the University Conduct Code, the Dean may, upon review of the case, reduce or increase the sanctions imposed by the academic review officer or remand the case to the original academic review officer or committee.

ACADEMIC RECORDS

Students are referred to the Student Records and administrative policy section of the University Catalogue for specific details. <https://www.une.edu/registrar/catalog>

XI. STUDENT FEEDBACK AND EVALUATIONS

Years 1 & 2

UNE COM considers student participation in the course/system, peer and faculty evaluation process a professional responsibility and expects all students to participate. Following each course and clerkship rotation, students complete on-line evaluations of both the course/clerkship and participating faculty. For pre-clerkship courses (years 1- 2), these evaluations form the basis of post-course discussions involving student representatives, faculty course directors, and the ADAA. The evaluations are also discussed in the course syllabi and will be sent to the students.

Years 3 & 4

The evaluation process for clerkship rotations and faculty is detailed in the Clinical Training Manual (see Appendix D). The results of clerkship evaluations (years 3-4), including written comments related to both Strengths and Recommendations for Improvement, constitute the basis for content in the Medical Student Performance Evaluation (MSPE). Evaluation reports are also shared with the clinical campuses and further reviewed during the reports and discussions at the clinical caucuses.

Student Concerns and Complaints about Academic and Non-Academic Issues

UNE COM has policies and procedures regarding student complaints related to accreditation standards and procedures, and maintains a system of records for the receipt, adjudication, and resolution of such complaints. These policies and procedures were developed as a collaboration of the COM Student Government Association, the Associate Dean/staff of the Office Recruitment, Students & Alumni Services, and the Dean's Leadership Team. The University Student Handbook also delineates processes by which various issues and complaints can be addressed <https://www.une.edu/studentlife/handbook>

There are a number of means by which UNE COM facilitates communication and responds to academic and non-academic issues related to accreditation standards that are brought forward by students.

- For academics, student representatives participate on the College of Osteopathic Medicine (COM) Curriculum Advisory Committee (CAC) where they bring forward issues and concerns related to academic offerings, course content, and pedagogy.
- Students participate in a continuous course review process, giving specific feedback about all aspects of a course and/or rotation. In Years 1 and 2 student representatives also meet with the course directors, curriculum director, and the Associate Dean for Academic Affairs (ADAA) at least every 6 weeks to have discussion about the courses and curriculum.
- Non-academic issues are brought to the attention of the Department of Recruitment, Students, & Alumni Services (RSAS), through the Student Government Association (SGA), or introduced at the Dean's Roundtable.

- The Associate or Assistant Dean of Recruitment, Students and Alumni Services (RSAS) meets regularly with the on-campus Class Officers and the SGA Executive Committee and provides feedback regarding issues and concerns that have been introduced.
- Any issue of concern can be brought through the SGA to the Dean's Roundtable Meeting which is open to all students. The agenda is determined by the Student Government Association based on a consensus of student input, and the meeting is attended by the Dean, all Associate Deans and Department Chairs.

Student Complaints about Accreditation Standards and Procedures

In compliance with the standards set forth by Commission on Osteopathic College Accreditation (COCA), the University of New England College of Osteopathic Medicine (UNE COM) maintains the following procedure for students who wish to file a complaint about the school's ability to meet accreditation standards or adhere to the American Osteopathic Association policies and procedure.

- Students should familiarize themselves with the [COCA Standards](http://www.osteopathic.org) on the COCA website www.osteopathic.org.
- Students should prepare a statement in writing identifying the nature of the complaint, standard(s) violated, and specific factual information when pertinent (times, places, persons involved).
- The complaint should be submitted to the Dean College of Osteopathic Medicine and Vice President Health Affairs, Stella Maris Hall, 11 Hills Beach Road, Biddeford, Maine 04005.
- In addition to the written complaint, the student filing the complaint is also welcome to make an appointment to meet with the appropriate school administrator(s) to discuss his or her complaint(s) and options for resolution.
- The Dean will work with appropriate administrators, committees, and staff to resolve the complaint, if appropriate, and respond accordingly to the filing of the complaint.
- Faculty, administrators, and staff shall not intimidate or take retaliatory action against a student who makes a complaint in good faith and without malice. This Policy also prohibits persons from knowingly and intentionally making a report of non-compliance that is false.
- A record of written complaints about the school's adherence to the COCA accreditation standards or policies and procedures will be maintained for COCA to review at the time of an accreditation site visit.
- If a student wishes to file a confidential complaint, then he or she may submit a complaint directly to the COCA. The complaint must be in writing and signed by the complainant. All signed complaints must be submitted to the Secretary, COCA; American Osteopathic Association; 142 E. Ontario St.; Chicago, IL 60611 or via email to predoc@osteopathic.org.

Appendix A

On-Campus Testing Examsoft

Download ALL examination materials by the date and time noted in the course syllabus. If a student has not downloaded the exam prior to testing, he/she will be able to download the exam outside of the exam room after the exam start time on the day of the exam, with the exception of RATs. If the student has technical difficulties with this process, staff will help him/her only after he/she has taken care of any issues with the start of the exam and have time to do so. Also, if a student's laptop is not working, he/she will need to contact a staff member to get a loaner computer to use for the exam prior to the specific due date and time to download the assessment.

1. Present to the testing site promptly, prior to the start of the examination, and be prepared to begin at the appointed time. The exam will begin and end at the appointed times, so to ensure ample time, the student is asked to not arrive late. Regardless of a student's arrival time, the exam will be closed at the previously set time. Also, a student arriving late for an exam may have to sit in a designated area to take the exam. If the student arrives later than 15 minutes after the start of the exam, the student will need to go to the Associate Dean for Recruitment, Student and Alumni Services (RSAS) to get an approved excused absence to take the exam at another time.
2. Arrive at the testing site with laptops and charger cords.
3. Bring only keys, laptops and chargers into the examination. Backpacks, purses, electronics, cell phones, notes, hats, drinks and/or food must be secured in your locker prior to the exam or, failing that, must be placed at the front of the room prior to the examination. Cell phones are strictly prohibited.
4. Sign in and adhere to the Honor Code. If a student is found cheating, the student will receive a zero grade for that assessment and may be at risk for being dismissed from medical school.
5. Comprehensive exams will be split in two sections to allow for a restroom break. Students will not be able to go back to the first section after the break.
6. During exam time, students are required to sign out and sign in to use the restroom (printing name on sign out sheet). Only two students will be allowed to use the restroom at one time. Students must use the restrooms adjacent to the testing room.
7. Upload exam when completed, prior to leaving the testing site. If uploading the exam at the end of the testing time, the student may be asked to upload the exam by row. When completed and uploaded, students are to exit the room, by one door, and show the "Examination Completed Green Screen" to the staff at the table by the door.

8. Students may check out of the testing room upon early completion of part 1 of the exam, and in doing so, are required to leave the vicinity of the test taking area until part 2 of the exam resumes. Students are to adhere to the Honor Code and must refrain from discussing the exam.

9. Students may check out of the testing room upon early completion of part 1 of the exam, and in doing so, are required to leave the vicinity of the test taking area until part 2 of the exam resumes. Students are to adhere to the Honor Code and must refrain from discussing the exam.

Proctors will:

1. Orient students to the examination process, including starting and ending on time, the importance of the Honor Code, and particularly to not discuss the exam outside of the review session.
2. Remind students that faculty cannot answer any questions relative to the exam.
3. Maintain silence and minimize outside distractions.
4. Ensure collection of the sign out/in sheets and any challenge forms to be returned to the curriculum office.

For Remote Exams Years 1 & 2

1. Students will follow the above protocol for downloading exam materials, adhering to the honor code and breaks between examinations
2. Sign in early to be able to follow the ZOOM Proctoring guidelines, including showing your space, your ID, and your scratch paper
3. Upon completion of their exam students should show the “Examination Completed Green Screen”, rescan their area, and show their scratch sheet prior to logging off
4. Further ZOOM proctoring specifics will be outlined per each course or rotation

UNE COM Scratch Paper Policy for ExamSoft Comp or Summative Exams

Students may have scratch paper for ExamSoft Comp or Summative Exams if:

- Students use the designated scratch paper provided by the college
- Students use their own writing utensil with the scratch paper
- The scratch paper has the student name and date printed at the top of the page
- The scratch paper is not used to transpose answers or write down test questions
- The scratch paper is given to the Staff Member when exiting the exam room to show the “Exam Completed Green Screen” for on campus exams
- The scratch paper will be shown to the ZOOM proctor for off campus exams and will be destroyed in view of the proctor

Appendix B

Remote Learning Policy

General

1. Zoom sessions and remote e-learning or virtual sessions are comparable to on-campus, in-person classes and should be treated as such in regards to behavior, as outlined in the University Code of Conduct.
2. Students should use their full name as their Zoom name on the screen.
3. Computer cameras should remain on throughout the entire duration of mandatory Zoom calls.
4. Calls should be taken in a place that is conducive to learning. There should not be major distractions present that would limit someone's ability to pay attention or contribute. This includes being seated in an appropriate location, as well as not being engaged in outside activities.
5. Students should not Zoom while driving.
6. The Zoom chat function should be utilized for academic purposes only.

Appearance

1. Campus appropriate dress is required during all mandatory zoom sessions, such as exams, quizzes, and integrative sessions. In specific outlined Zoom calls, participants are expected to dress professionally, in preceptor attire with or without white coats.
2. Participants should be engaged, with outside activities limited. Breaks are permitted as needed, but the expectation is to be present and in front of the camera.
3. Students who have a known reason to need to step away or turn their camera off should make a request to their Course Director.

Behavior

Members of the UNE COM community are expected to behave appropriately while on Zoom calls. This means participants are expected to be adhering to the academic code of conduct for attending in-person class while in these virtual sessions.

Appendix C

Comprehensive Osteopathic Medical Licensing Examination (COMLEX) and Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE)

COMSAE Prerequisite for COMLEX-USA Level 1

- All students are required to take a timed and proctored COMSAE prior to taking COMLEX Level 1. The Office of Academic Affairs will announce the date, time and specific COMSAE versions available for the spring. The College will pay for these COMSAE's. Students may take additional timed COMSAEs at their own expense.
- A student who achieves a score >500 within 30 days of a timed and proctored COMSAE may
 - schedule and take COMLEX-USA Level 1
 - may take additional timed COMSAEs at their own expense to further their preparation for COMLEX-USA Level 1 and/or
 - may take additional timed and proctored COMSAE(s), paid for by the college, at the designated time(s), as described in the next paragraph
- A student who is unable to achieve a score ≥ 500 on the **timed and proctored** COMSAE(s) offered in the spring term of 2nd year:
 - is required to meet with the chair of CSP to formulate a plan for additional COMSAE/COMLEX-USA preparation.
 - will be designated by the college as "ineligible" for the NBOME COMLEX-USA Level 1 until the COMSAE requirement is met. Any cancellation or rescheduling fees incurred as a result of this will be the student's responsibility.
 - may not begin rotations and will be referred to the Committee on Student Progress.
 - will continue to take additional timed COMSAEs, at their own expense, until they are able to achieve the required score. Upon achieving a timed COMSAE score >500, the student must send a screenshot of their COMSAE score to the Chair of the CSP and to the ADAA.

- A student who is unable to achieve a score ≥ 500 on a **timed and proctored** COMSAE in a time frame that will generate COMLEX-USA Level 1 results prior to the start of the 3rd year core clinical clerkships:
 - will be required to participate in a corrective action plan.
 - may be placed in the next class.
- A student who takes COMLEX-USA Level 1 without first documenting a timed/proctored COMSAE score ≥ 500 will be subject to further action by the Committee on Student Progress.

COMSAE Prerequisite for COMLEX-USA Level 2CE

- Each student is required to independently take a **timed** Level 2CE COMSAE within 30 days of their scheduled COMLEX-USA Level 2CE exam date.
 - The college will pay for two (2) Level 2CE COMSAEs.
 - The Office of Clinical Education will announce when the COMSAEs are available.
 - Students may take additional **timed** COMSAEs at their own expense.
 - A student who achieves a score ≥ 500 on a **timed** Level 2CE COMSAE within thirty (30) prior to the scheduled COMLEX-USA Level 2CE exam may proceed to take the exam.
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- A student who does not achieve a score ≥ 500 on a **timed** Level 2CE COMSAE will:
 - contact the Chair of the Committee on Student Progress to discuss study strategy and resources.
 - advise their COM Clinical Education student support person of any changes they intend to make to their rotations schedule.
 - take additional **timed** Level 2CE COMSAEs, at their own expense, until they achieve the score threshold. Upon achieving a **timed** Level 2CE COMSAE score ≥ 500 , the student must send a screen shot of their COMSAE score report to the Chair of the CSP and to the Clinical Coordinator in the UNE COM Office of Clinical Education.
 - be designated by the college as “ineligible” for the NBOME COMLEX- USA Level 2CE until the COMSAE requirement is met. Any cancellation or rescheduling fees incurred as a result of this will be the student’s responsibility. Upon receipt of documentation of a **timed** Level 2 COMSAE score ≥ 500 , the college will reinstate the student’s eligibility to take COMLEX-USA Level 2CE.
 - **Within 30 days prior to taking COMLEX-USA Level 2CE**, the student must present to the CSP Chair and the COM Clinical Coordinator documentation of a score ≥ 500 on a **timed** Level 2CE COMSAE. Review the section above titled “COMSAE Prerequisite for COMLEX-USA Level 2CE” for specific information
 - A student who takes COMLEX-USA Level 2CE without first documenting a timed Level 2CE COMSAE score ≥ 500 will be subject to further action by the CSP.

USMLE

UNE COM does not require students to take any Step of the USMLE. However, we support those who wish to do so. The student may take Step 1, Step 2, or both. The National Board of Medical Examiners (NBME) permits a student to take USMLE Step 2 without first having taken Step 1. It is the student's responsibility to determine which exam or exams will suffice to further their residency plans; however, we recommend taking COMLEX-USA prior to USMLE, since the former is a requirement for graduation, as well as an element in securing the residency of the student's choice.

The USMLE **may not**, under any circumstances, be substituted for COMLEX-USA to fulfill the Boards requirement to begin rotations or for graduation from UNE COM.

USMLE STEP 1

- The student may register for USMLE Step 1 at any time after December 1 of 2nd year.
- The student will complete the on-line registration process, then print the Certification page. The student will attach an original head and shoulders photo (2X2) to the Certification page, check one of the authorization boxes, then sign (handwritten signature only) and date the form.
- The student will then scan the document and forward to the authorized school official who will certify, and forward it to NBME. The official will separately verify the student's enrollment status and graduation date on the NBME website. It is the student's responsibility to become familiar with exam protocols and content and to schedule the exam with the NBME.

USMLE STEP 2

- The student may register for USMLE Step 2 at any time during 3rd year. If the student did not previously register for Step 1, see the registration instructions in USMLE STEP 1 above. The authorized school official will verify the student's enrollment and graduation date on the NBME website.
- It is the student's responsibility to become familiar with exam protocols and content and to schedule the exam with the NBME.

Appendix D

Clinical Training Manual



DRAFT

Clinical Training Manual

Resources

FAQ

Academic Year 2021-22

COM Clinical Education Office

Welcome to Clinical Education

Welcome to the clinical learning experiences portion of your curriculum and the office of clinical education. Congratulations on completing the preclinical curriculum which has prepared you to enter the world of experiential clinical learning. This Clinical Training Manual is designed to provide guidance and resources to navigate this

environment. This is a crucial process in your professional development, and we want to assure you that our entire Office of Clinical Education 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 have collectively worked to design and build a system that provides the means for you to complete your curricular requirements 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 campuses with at least twenty-six clinical sites throughout Maine, New England and other states in the Northeast, including sites in rural and underserved areas.

Throughout this process we are here to provide support 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', is positioned above the printed name.

Guy DeFeo, D.O.
Associate Dean of Clinical Education

DRAFT

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CLINICAL EDUCATION PROCESSES AND PROCEDURES

The Office 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 policies and 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 Clinical Campuses with a multitude of clinical sites throughout Maine, New England, and other states in the Northeast, including sites in rural and underserved areas.

In keeping with our 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. Clinical facility partners as well as other medical facilities capable of providing opportunities for core and elective rotations for our students. UNE COM establishes written affiliation or educational agreements with the participating hospitals and clinics within our clinical campus system that define the rights of both parties for each clinical clerkship teaching facility. We continue to develop this system of clinical campuses to provide a seamless continuum of training, enhancing the quality of predoctoral education and integrating with postdoctoral graduate education when applicable. UNE COM annually evaluates elective opportunities available to fourth year students and makes this data available to students to enhance their elective choices. The Office 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.

We partner with our core clinical campuses to secure and delegate positions in their system to provide rotation slots for students to complete the selective rotations of Emergency Medicine, Internal Medicine, Surgery and Osteopathic Manipulative Medicine. This allows students to maintain an ongoing relationship with these institutions and provides a longitudinal component to their learning activities.

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 physicians who are well trained in the principles of osteopathic primary care in accordance with UNE COM's stated mission and objectives. During the middle of the second year, students are assigned to a specific clinical campus 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. UNE COM subscribes to the Aquifer, which utilizes online virtual patient cases to enhance clinical experiences. Aquifer is another tool used in the UNE COM curriculum to help students link factual knowledge to patient cases, develop a deeper understanding of clinical science, strengthen clinical reasoning skills, and recognize patterns between patients.

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 general procedures 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. The most recent revision date is printed at the end of each section. This manual is not to be regarded as a contract between any student and the UNE College of Osteopathic Medicine.

Forms referenced in this document can be found in the Clinical Education Essentials course on Brightspace

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 Student Support Specialist who will answer questions and generally guide the student through rotations.

Additional Reading:

COM Academic Catalog -

<https://www.une.edu/registrar/2018-2019-academic-catalog/professional-catalog/osteopathic-medicine>



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

Clinical Education Faculty and Staff

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

To Schedule an Appointment:

Associate Dean for Clinical Education: 207-602-2348

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

EMAIL: comclinicaleducation@une.edu

FAX: 207-602-5908

[Clinical Campus Contact List](#)

PRE-REQUISITES FOR CLINICAL TRAINING

Prior to starting 3rd year clinical clerkships, each student must demonstrate:

- Documentation of compliance with UNE COM immunization requirements
 - Tetanus/diphtheria/pertussis (Tdap) (renewable every 10 years)*
 - Measles (Rubeola) – positive titer (numeric with numeric range)
 - Rubella – positive titer (numeric with numeric range)
 - Mumps – positive titer (numeric with numeric range)
 - Varicella (Chicken Pox) – positive titer (numeric with numeric range)
 - Hepatitis B – 3-vaccine series + positive titer (numeric with numeric range)
 - Meningococcal vaccination
 - Polio vaccination

*Documentation of a 2-step PPD (tuberculosis) test upon admission to UNE COM and an annual 1-step PPD thereafter, **or** documentation of appropriate follow-up to a previous positive PPD (e.g., chest X-ray, QuantiFERON-TB Gold test, T-SPOT®.TB test (T-Spot), and/or INH therapy followed by an annual TB Symptom Report signed by a health care professional).

- Deliver immunization and/or PPD documentation to the UNE COM Clinical Education Office (137-144 Decary Hall), E-mail to your Student Support Specialist (comclinicaleducation@une.edu), or FAX to 207-602-5908.
- Documentation of current certification for
 - HIPAA - annual
 - OSHA - annual
 - BLS (CPR) – Spring of 2nd year (COM provides) and every two years thereafter, as necessary
 - ACLS - Spring of 2nd year (COM provides) and every two years thereafter, as necessary
- Updated Background check (per site requirements) – see log-in instructions below; if the report reveals any “red flags,” it will be sent to your clinical campus for their review and determination regarding your eligibility to rotate there. Financial aid in the 2nd year includes an amount for miscellaneous rotation expenses, including the cost of a background check. In general, you can expect the data in the report to be acceptable to any rotation site you go to for a period of one year from the date of the report. There may be some exceptions. The turnaround time for reports is typically 7-10 business days. The student must review and accept the report online before it is deemed final.
- Drug Screen – if required by the clinical campus to which you are assigned. You can obtain a referral for a drug screen from Verified Credentials. See instructions below.
- 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.
- Signed authorization allowing the UNE Health Center to release immunization records and physical report to COM Clinical Education and the student’s clinical training sites.
- Signed UNE forms relating to release of student records to rotation sites and student representation regarding exclusion from participation in government health care programs.
- Documentation of health insurance coverage. Students may choose either the UNE offered coverage or coverage from an alternate insurer.
- Documentation of a passing score for COMLEX-USA Level 1.

- Compliance with such additional standards as may be required by the clinical campus at which the student will rotate, including but not limited to:
 - Application materials
 - Report of recent physical examination
 - 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 3rd year clerkships. To continue in 4th year, you are required to renew the following. 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.

Health Insurance Portability and Accountability Act (HIPAA)

- **Annual** re-certification required via the UNE sponsored Web-based course.
- 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.
 - ☐ Contact your Student Support Specialist if you have questions about the protocol.
 - ☐ 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.

Occupational Safety and Health Administration (OSHA)

- 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.
- You will receive instructions via e-mail regarding online OSHA training.
- Your completion of this course will be electronically reported to the Office of Clinical Education.

Immunizations

- Students are required to update immunizations as necessary while on rotations. FAX (207-602-5908) or e-mail documentation to your Student Support Specialist.
- An individual rotation site may have immunization requirements that exceed UNE COM's. Students are expected to comply with site specific requirements.
- 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 hospitals.
- 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.
- Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.

Tuberculosis Test (PPD)

- The tuberculosis test (PPD) must be updated at least annually. Some elective rotation sites may require a more recent test.
- The COM Clinical Education Office reimburses our clinical campuses that can offer PPD testing to our students. Check with clinical campus Medical Education personnel regarding availability.

- 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 Student Support Specialist 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).
- Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.

Basic Life Support (BLS/CPR)

- BLS training is included in the UNE COM Year 2 curriculum. You must re-certify every 2 years thereafter.
- 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 VSAS compliant.
 - Students who are “off-cycle” can seek re-certification at their clinical campus or they can schedule re-certification with the American Heart Association (AHA): <https://cpr.heart.org/en/courses/basic-life-support-course-options>
- Re-certification must include an AHA approved skill examination.

The student is responsible for the cost of re-certification if unable to attend the UNE sponsored training.

Advanced Cardiac Life Support (ACLS)

- 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.
- 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>
- 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.
- 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.

Respirator Mask Fit Test

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.

Background Check/Drug Screen

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.

- 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 VSAS 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.
- Each hospital in our clinical campus 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.

- If a training site requires a drug screen, you can obtain a low-cost referral from Verified Credentials, Inc. Information is included in the instructions below.

BACKGROUND CHECKS and DRUG SCREENS - Instructions

BACKGROUND CHECKS

A background check of clinical personnel (including students) helps to ensure a safe clinical environment for healthcare professionals and the public. UNE COM requires the use of Verified Credentials, Inc. (VCI) to establish an acceptable screening procedure, which includes the following searches:

- ID Trace
- Statewide Criminal Records
- National Criminal Database
- National Sex Offender Registry
- FACIS® (Fraud and Abuse Control Information System) Level 3 – OIG/GSA, other federal sources, plus all 50 states

The student will initiate the request and pay for the background check. (NOTE: Financial aid includes funds for the required background check prior to 3rd year clinical clerkships.) **Students must use Verified Credentials.** You can expect the data in the report to be acceptable to any clinical site you go to for a period of one year from the date of the report. There may be some exceptions. The turnaround time for reports is typically 7-10 business days.

The results of the data search will be provided to you and will be available to the COM Office of Clinical Education, Office of Recruitment, Student and Alumni Services and the Chair of the Committee on Student Progress. If your report contains information that you believe is inaccurate, you will have the opportunity to challenge the information through VCI's Adverse Action process. Call VCI Client Services, 800.938.6090, to initiate the process.

Please follow the directions below to request a background report from Verified Credentials:

- Access UNE page: <http://student.verifiedcredentials.com/?organization=une>
- **DO NOT ACCESS VERIFIED CREDENTIALS ANY OTHER WAY.**

If you previously ordered a report from the UNE page of Verified Credentials, enter your Username and Password in the "Returning Users" section on the right side of the page rather than re-entering all of your information; cost for additional reports is the same as for the original. Call VCI Client Services if you need assistance, 800.938.6090.

1. Log in and register

First Time Users who have a U.S. Social Security Number:

Enter the code below in the "First Time Users" section on the right side of the page and click "Get Started!"

College of Osteopathic Medicine
VWHYB-84924

Canadian Students: Use the following code and enter your Canadian ID if you do not have a U.S. Social Security Number. If you have a U.S. SSN, use the code above.

College of Osteopathic Medicine
GHXBX-49292

2. Create an account

3. Enter all required information

4. Provide supporting documentation as needed

5. Track your progress

6. The report will be shared automatically with UNE COM as described above

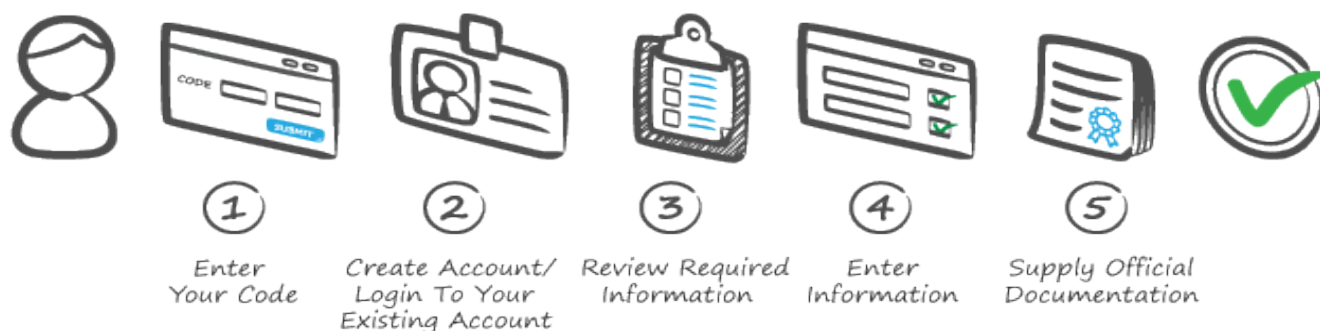
You can pay for your report with a personal credit card, debit card or PayPal.

If you have any questions about the background screening process or results, please contact VCI Client Services at 800.938.6090.

DRUG SCREENS

Verified Credentials partners with [LabCorp](#), [Quest Diagnostics](#) and [eScreen](#) to offer collection site locations in every state. This convenient network makes it easy to test on a local, statewide or national scale. The student is responsible for the cost of a drug screen.

How it Works:



GET STARTED at:

<http://scholar.verifiedcredentials.com/une>

For Best Results - Use a laptop or desktop computer to complete this process.

IMPORTANT – Use the CODE that matches the drug screen you need:

Program Phase:	Code:
5 Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy)	HHFYV-43988
9EO Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy), Benzodiazepine, Barbiturates, Propoxyphene, Methadone, MDMA, Nitrite, Oxycodone	DDJXY-34998
10 Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy), Benzodiazepine, Barbiturates, Propoxyphene, Methadone, Methaqualone	BBJJV-24482

12 Panel Drug Screen - College of Osteopathic Medicine

Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy), Benzodiazepine, Barbiturates, Propoxyphene, Methadone, Meperidine, Oxymorphone, Tramadol

MPWHM-78464

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 Student Support Specialist.**

Student Records

- In order 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.

UNE Library Resources

The UNE Ketchum Library offers extensive resources to medical students, both on site and online. For a listing of online resources and librarian assistance, go to <http://www.une.edu/library>.

Mobile Apps: The “Mobile Apps” link can be found on the UNE Library Services homepage in the Medicine Subject Guide under Websites: <http://www.une.edu/library/sguide/medicine>

UpToDate as a Mobile App: From the UNE Library Services homepage under “Get Help” click on “FAQs, then click on “Mobile Apps,” & see UpToDate

<https://docs.google.com/document/d/1oOcqXQJBPy38fIgIA1QH2UlfZE5tdMHIO1rFbfo4Ex0/edit?pli=1>

If you need further help or information, contact:

Director of Reference Services

University of New England / Library Services

<http://www.une.edu/library>

1-207-602-2315

@UNELibraries, #UNELibraries

Accommodations for Students - please see Student Handbook Supplement.

(The Associate Dean of Clinical Education is the course director for all rotations)

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.
- Our clinical campuses are not required to provide housing for visiting students. At those clinical campuses 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.
- Rotation sites may require a student to pay rent, post a deposit and/or sign an agreement related to the student's responsibility for upkeep of the assigned housing.
- All costs associated with student housing are the sole responsibility of the student.
- Housing must be within an appropriate range from the clinical campus 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. 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.

Faculty, staff, and students from academic units move into covered entities internal and external to UNE for educational experiences. Therefore, specific policies have been developed to assure compliance with HIPAA regulations and restrictions by employees and students from academic units serving in covered entities.

Professional Conduct in a Clinical Setting. UNE students, faculty, and staff are trained in the UNE standards of professional and ethical conduct in clinical settings. They are required to read and sign a confidentiality statement/s that includes assurances for reasonable safeguards for verbal, written, and electronic forms of protected health information.

Confidentiality Safeguards. Students, faculty and staff are expected to comply with HIPAA regulations for appropriate handling of Protected Health Information.

Clinical students are responsible for taking reasonable precautions to keep medical records, lab reports, x-rays, etc. out of view of other patients and/or the waiting area.

Clinical students are responsible for making reasonable attempts to keep conversations quiet when patient information is being discussed among employees in a common area.

Clinical students are responsible for taking patients to a private area or speaking quietly when discussing protected health information (for example, extensive discussions regarding treatment, medical history, and current problems should not be conducted in common areas).

Clinical students are responsible for avoiding talking about patients outside of the office (for example, in elevators, hallways, or at restaurants during lunch hour).

Clinical students are responsible for locking the office and cabinets, as applicable, at the end of the day.

Clinical students are responsible for safeguarding electronic patient information by logging off of computers when they are finished using them and not sharing their log-in information with anyone.

Clinical students are responsible for putting charts away at the end of the day or placing them in a covered bin in situations wherein a provider is working on them.

General Academic Use of Protected Health Information (PHI). Students, interns, and residents in healthcare programs of study are permitted to have access to PHI when observing and performing direct patient/client care as part of their training. As such, they must follow approved HIPAA policies on usage of PHI for treatment, payment, and office operations. When information (PHI) is being used or disclosed for any purpose other than treatment, payment, operations, it must be de-identified prior to its removal or transmittal from a covered entity site. UNE employees and students must not make or receive copies or prepare summaries of patient information unless the information has been de-identified. UNE students, faculty, and staff may not present information (PHI) to classmates and others for any purpose outside of the treatment setting without de-identifying the patient information.

For example, students on clinical assignments and rotations are often required by their academic program to submit patient information to their academic programs such as student logs of patient/client interactions, a History and Physical Exam Report, case studies that exemplify diagnosis and/or treatment, and student evaluations by clinical preceptors. Each student is expected to comply with requirements and expectations for appropriate storage and transmittal of patient information. No PHI can leave a covered entity site unless the person is responsible for the ongoing, direct patient/client care while off site. If a faculty member or student believes that he or she needs to take or present patient information for educational purposes without de-identifying the information, then it is the responsibility of the person to obtain permission to use the information. The person must make a reasonable request to the faculty supervisor who will forward the request in writing to the UNE HIPAA Privacy Officer.

PHI that will be used in a de-identified format must be de-identified at the covered entity. To de-identify information, HIPAA requires the removal of all of the following identifiers:

- Names
 - All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP Code, and their equivalent geographical codes, except for the initial three digits of a ZIP Code if, according to the current publicly available data from the Bureau of the Census:
 - a. The geographic unit formed by combining all ZIP Codes with the same three initial digits contains more than 20,000 people.
 - b. The initial three digits of a ZIP Code for all such geographic units containing 20,000 or fewer people are changed to 000.
- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
- Telephone numbers.
- Facsimile numbers.
- Electronic mail addresses.
- Social security numbers.
- Medical record numbers.
- Health plan beneficiary numbers.
- Account numbers.
- Certificate/license numbers.
- Vehicle identifiers and serial numbers, including license plate numbers.
- Device identifiers and serial numbers.
- Web universal resource locators (URLs).
- Internet protocol (IP) address numbers.
- Biometric identifiers, including fingerprints and voiceprints.
- Full-face photographic images and any comparable images.
- Any other unique identifying number, characteristic, or code, unless otherwise permitted by the Privacy Rule for re-identification.

Students in clinical programs will receive training in use and disclosure of PHI, proper storage and transmittal of patient information, granting access to patient information by a third party, notification to patients of their rights regarding PHI, as well as appropriate notification procedures of any instance in which the confidentiality of a patient's PHI is breached.

Use of PHI in Research. UNE faculty and students involved in research must comply with HIPAA policies relating to PHI collected from both internal and external covered entities. When research using identifiable PHI does not involve treatment, the requirement to obtain authorization can be waived or altered by the Institutional Review Board of UNE or another authorizing IRB or Privacy Board. When research projects using PHI include treatment, the covered entity must first obtain an authorization to release from the individuals to whom the PHI pertains. UNE requires an approved authorization form or another HIPAA compliant IRB release. Issues related to research are considered part of a broader issue of Reasonable Safeguards. Policies and procedures are further explicated in the UNE Privacy Manual.

Electronic Records. Students, interns, residents, faculty and staff will learn and be expected to comply with HIPAA regulations for appropriate handling of Protected Health Information. UNE requires appropriate administrative, technical, and physical safeguards that will reasonably protect health information from any intentional or unintentional use or disclosure as regulated in this policy and appropriate Privacy Regulations. UNE has developed protocols establishing minimum administrative and physical standards regarding the safeguarding of PHI that each healthcare site must enforce, if applicable. Health care sites may develop additional protocols and procedures that are stricter than the parameters set forth below that may address key healthcare components such as mental health. UNE health care personnel must reasonably safeguard PHI to limit incidental uses or disclosures made pursuant to an otherwise permitted or required use or disclosure.

Safeguarding Computers (including laptops and mobile devices), FAX, and E-mail. HIPAA privacy and security regulations require that technical safeguards be put in place to safeguard protected health information (PHI). If a computer contains protected health information (PHI), access to the computer should be protected by the use of passwords. Each student is responsible for keeping his or her password confidential. Students should not use their name as a password or any other word that could be easily guessed by others. Students should not share computer passwords. Students should logout of the computer when it is not in use.

Students should sign a confidentiality agreement stipulating that they will only access the computer for information that they need to know and will not attempt to access the computer if they are not authorized to do so. Any workstation, laptop or mobile device not connected to the University of New England's network or with PHI on the local hard drive must be password protected at the system level. These systems must also comply with the screen saver password policy to further protect data while not at your station. Students are mandated to have virus protection updated daily on their computers to protect the network. Students should be aware of and protected from spy ware and illegal peer-to-peer file-sharing programs, as both will open the computer to others on the network and or Internet. Poor technical skills and/or benign neglect are equal to non-compliance and are tantamount to willful intent to commit a HIPAA violation.

UNE students should take reasonable safeguards to protect fax communications. Students should take reasonable steps to ensure that fax transmissions are sent to their intended destinations, including: refraining from sending highly confidential information via fax; double checking fax numbers before dialing; periodically reminding fax recipients to update the office with any changes in fax numbers; making sure that all faxes are accompanied by a fax cover sheet that contains a confidentiality statement; and if an employee becomes aware that a fax has been misdirected, contacting the recipient and asking them to discard the misdirected fax.

E-mail has become a major means of communication particularly when an individual needs access to information quickly. Unfortunately, e-mails are easy to inadvertently send to many people and are very accessible to others. The University of New England e-mail may not be automatically forwarded to an external destination. It is an unacceptable practice to move PHI by e-mail that is not encrypted. UNE does not have an encryption system; therefore, no one should e-mail PHI at any time for any reason. Do not forward e-mail from University containing PHI to your personal e-mail. If accessing work e-mail from home, secure e-mail from household members and shred any printed materials. All e-mail going out of the UNE network will have a footer containing:

"This message may contain privileged and/or confidential information. This information is intended only for the use of the individual(s) or entity to whom it is intended even if addressed incorrectly. If you have received this e-mail in error or are not the intended recipient, you may not use, copy, disseminate or distribute it; do not open any attachments, delete it immediately from your system and notify the sender promptly by e-mail that you have done so. Thank you."

Enforcement of HIPAA Regulations: If a student is not compliant with required HIPAA training, s/he will not be allowed to participate in clinical experiences and will not receive grades for current academic courses.

If a student is found responsible for violating University HIPAA policies or regulations, s/he will be subject to appropriate sanction. The type of sanction applied will vary depending on factors such as the severity of the violation, whether the violation was intentional or unintentional, and whether the violation indicates a pattern or practice of improper use or disclosure of protected health information. Disciplinary sanctions range from, but are not limited to: (a) a verbal warning; (b) a written reprimand; (c) re-education; (d) suspension; and/or (e) dismissal. Additional disciplinary actions are possible through the judicial process if the violation deems necessary. Any student found to have violated these policies should be subject to disciplinary action, up to and including dismissal.

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

- Workers' compensation covers only employees of UNE or the hospital or facility where you may rotate.
- Students are **NOT** employees and, therefore, are not covered under the UNE or hospital plan.
- 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. Excess charges are the student's responsibility.

PROFESSIONAL LIABILITY INSURANCE

As a student of UNE COM, you are covered by the university's professional liability insurance while you are on registered rotations. The COM Clinical Education Office registers you for Core clerkships. You must pre-register every clinical experience/rotation that you arrange on your own in order to be afforded this coverage on those rotations. See [DOCUMENTATION OF CLINICAL EXPERIENCE, Clerkship Registration and Approval Form \(CRA\)](#) for more information.

UNE COM carries \$2,000,000/\$4,000,000 professional liability insurance (PLI), and the COM Clinical Education Office provides proof of this coverage for registered rotations in the 50 United States, Puerto Rico, Guam, and Canada. Students who schedule Selective or Elective rotations at medical facilities requiring higher limits must arrange and pay for the excess coverage. For a quote for excess coverage, contact the UNE Campus Services office, <https://www.une.edu/campus/risk-management>, and provide the following information: Your Name / Your PRN / Name & Address of the medical facility requiring the additional coverage / required limits (Example, \$4M/6M) / start and end dates of rotation.

COM's professional liability coverage does not extend beyond the 50 United States, Puerto Rico, Guam, and Canada. Other countries, including U.S. Territories, are excluded from coverage. Most international medical facilities do not require PLI; however, students who need such coverage for elective rotations outside the U.S. must acquire and pay for it on their own. Begin by asking for assistance from the hospital at which you wish to rotate or the organization sponsoring the rotation. Additional resources include the UNE Office of Global Education, Decary Hall 126 (Biddeford Campus), phone 207-602-2051, and/or UNE Campus Services Office, <https://www.une.edu/campus/risk-management>.

Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D., except as specifically noted in the section [CLINICAL CURRICULUM: SELECTIVES & ELECTIVES, Specific Elective Rotations](#). On medical services utilizing a multi-disciplinary team approach, a D.O. or M.D. must be present in the training facility and must be a prominent member of the team.

Student Involvement on Clinical Rotations

A UNE COM student is not a licensed physician and, therefore, is legally and ethically not permitted to practice medicine. A student may assist in the care of a patient, but only with the direction, supervision and guidance of a licensed professional. The professional is responsible for medical care of the patient and for countersigning all orders, progress notes, etc. written by the student. A student is prohibited from engaging in any medically related activity beyond the scope of the educational assignment.

Because of legal ramifications, any violation of this policy must be reported immediately to the UNE COM Office of Clinical Education. Clinical Education will follow up with other university departments and the COM Committee on Student Progress, as appropriate.

Report Professional Liability Exposure

In the event you become involved in any situation that you believe may result in a professional liability action, whether groundless or not, IMMEDIATELY report the details, IN WRITING, to the UNE Campus Services Office and COM Clinical Education Office. Contact UNE Campus Services for a Claim Notice form from our insurance carrier, <https://www.une.edu/campus/risk-management>.

UNE Campus Services Office: UNE Campus Services Office
 11 Hills Beach Road
 Biddeford, ME 04005
 1-207-602-2262 or 1-207-602-2365

COM Clinical Education: COM Clinical Education Office, University of New England
 11 Hills Beach Road
 Biddeford, ME 04005
 1-207-602-2333

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 assigned elsewhere, the student shall

immediately call their contact in 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 campus 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 and the Community Health Selective. 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 campus 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.

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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

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 have gathered the following tips and recommendations from numerous online sources. 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 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. ***Count carefully, and re-check your status periodically to ensure that you can complete graduation requirements prior to Senior Week.*** 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 free time

STUDENT LIAISONS

Each Clinical Campus 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 campus 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

- Serve as Representatives of their Class to the SGA in years 3 and 4.
- Prepare a quarterly summary during 3rd Year (in September, December, March and June) including the following headings **FM, IM, OB/GYN, PED, PSY, SURG, COMM HEALTH** (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 CAMPUS 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>

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

- arrange a brief meeting with clinical campus administration upon arrival to exchange introductions, contact information and mutual expectations regarding the Liaison's role.
- facilitate communication from school to students and from students to school.
- serve in an advisory role to the Clinical Education Office in regard to continuous improvement of the rotation experience.
- help to resolve common issues at their clinical campus by working with students and site administration; forward issues to the Clinical Education Office as necessary.
- assist the Clinical Education Office with site visits by
 - polling students regarding questions, concerns and issues.
 - helping with overall coordination of the visit.
- participate in COM Clinical Education sponsored events as requested, e.g., orientation to rotations for rising 3rd years, Clinical Campus Showcase, Clerkship Caucus, etc.
- be a resource to 1st and 2nd year students preparing for rotations.
- work collaboratively with liaisons from all clinical campuses 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.

Student Liaisons 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.

CLINICAL CURRICULUM: OVERVIEW

General Timeline

Year 3	June	Student will complete the Transition to Rotations course and post-tests.
	July	Many clinical campuses will conduct orientation during the week preceding the start date for Core clerkships. Core clerkships begin
	August	ERAS opens for registration and Letter of Recommendation uploads only
	Fall – Date will be announced	Mandatory semi-annual District Meeting co-sponsored by UNE COM and the Northeast Osteopathic Medical Education Network (NEOMEN)
	Late December	In December, there is a block during which the student may engage in study time (non-credit) or a possible elective rotation (for-credit), depending on length of block
	January	Complete prerequisites for access to Visiting Student Application Service (VSAS) for 4 th year rotations. COM Clinical Education Office will advise details. Update background check only if required by 4 th year elective sites. Schedule COMLEX-USA Level 2CE and 2PE 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.
	March	Date by which to complete and submit the MSPE Profile and your CV to the COM Clinical Education Office
	Spring – Date will be announced	Mandatory semi-annual District Meeting co-sponsored by UNE COM and the Northeast Osteopathic Medical Education Network (NEOMEN)
Year 4 See the Residency Planning Manual for timeline and details regarding Year 4	June	End of Core clerkships (Before leaving your clinical campus, ensure that all clerkship evaluations have been submitted; contact any physicians whose evaluations are outstanding)
	July	4 th Year begins
	August	Residency rotations / interviews continue thru January
	September	ACGME residencies begin accepting applications
	October	Residencies download MSPEs from ERAS
	December	Military Match results announced
	January	Final month for residency rotations and interviews
	February	NRMP Rank Order Lists due
	March	NRMP Match results announced
	May	Senior Week and Commencement. Both activities are Mandatory
	July	Residency begins!

Training Requirements – Years 3 & 4

The following policies outline general requirements for satisfactory completion of third- and fourth-year training.

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, 2CE](#) as it relates to graduation.

3rd and 4th Year Graduation Requirements: 82 required clinical weeks are distributed as follows:

CORE	# WKS.	LOCATION	NOTES / PREREQUISITES
Family Medicine	6	One of the UNE COM Clinical Campuses	All Cores are 3 rd year rotations
Internal Medicine	12		
Obstetrics/Gynecology	6		
Pediatrics	6		
Psychiatry	6		
Surgery	6		
SELECTIVE			
Community Health	4	Vicinity of Clinical Campus	3 rd year rotation
Emergency Medicine	4	Student's choice, subject to approval by COM Clinical Education Office	4 th year rotation
Osteopathic Manipulative Med.	4		
Internal Medicine or Pediatrics	4		Prerequisite. for Subspecialty Internal Medicine or Pediatrics: Core in the appropriate discipline
Surgery	4		Prerequisite. for Subspecialty: Core Surgery
ELECTIVE	20		
The student is required to complete a minimum of 12 weeks of rotations from the selective and elective categories in an osteopathic setting, i.e., at a hospital that has an ACGME residency with Osteopathic Recognition or under the direct supervision of a D.O., in any clinical setting, who also completes the evaluation.			

Core Clerkship Key Dates

<https://brightspace.une.edu/d2l/le/content/9991/viewContent/81620/View>

Clinical Campuses

For the list of Clinical Campuses, rotations available at each hospital, and links to individual Web pages:

<http://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 Campus.

Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D., except as specifically noted in the section [CLINICAL CURRICULUM - SELECTIVES & ELECTIVES, Specific Elective Rotations](#) or on medical services utilizing a multi-disciplinary team approach. A D.O. or M.D. must be present in the training facility and must be a prominent member of the team.

General Information Regarding Rotations

1. The number of rotation weeks a student registers in any clinical category (Core, Selective, Elective) equals the number of credits the student will receive upon successful completion of the rotation. One week assumes a full week, which may include weekends. Students who complete more than the minimum number of weeks required in the Core (42 weeks) and/or Selective (20 weeks) categories may complete fewer than 20 weeks of Electives, as long as the total of all three categories is at least 82 weeks.
2. 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 Community Health rotations set up by the Maine AHEC office and rotations scheduled via the Visiting Student Application Service (VSAS). 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. As stated in the standards from the AOA Commission on Osteopathic College Accreditation: "The science and art of osteopathic medicine must be gained by direct, in-person interaction with instructors and clinical education supervisors." Although online courses have educational value, they do not meet this standard and will not be approved for credit.
6. Students are responsible for providing proof of health insurance coverage and/or evidence of a current physical, drug screen and/or any other health screening if required by a rotation site. Required certifications (BLS, ACLS, OSHA, HIPAA), immunizations and PPD (or TB Symptom Report) 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 clinical training.
7. A student who has not completed all academic, clinical and/or administrative requirements by the date of commencement may attend the graduation ceremony, provided they can reasonably be expected to complete all requirements by December 31 of the same year. The diploma will be granted following successful completion of graduation requirements and will be dated the final day of the last required activity. (NOTE: It takes approximately 4 weeks from date ordered to receive a diploma.) In the interim, upon the student's written request, COM Clinical Education will send an official letter to your residency verifying your graduation and eligibility to begin residency.
8. Students must be able to successfully complete all UNE COM graduation requirements by June 30 of 4th year in order to be eligible to participate in the NRMP for residencies beginning July 1.
9. Remember that what a training site or individual preceptor may allow in terms of rotation length or content can differ from what is defined by UNE COM to meet graduation requirements. You are bound by UNE COM requirements.
10. Students must attend all mandatory Senior Week activities. Also, as stated in the COM catalog, students are required to attend commencement in order to receive their degree.

CLINICAL CURRICULUM: 3RD YEAR CORE CLERKSHIPS

Critically Important

Circumstances may necessitate changes by the COM Clinical Education Office to Core sites or the order of scheduled rotations with little or no prior notice to the student. 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 campus. Some sites offer clean, comfortable housing (student only, no pets) at very favorable rental rates. See clinical campus information in the Clinical Education Essentials course on Brightspace, or contact your clinical campus directly regarding availability and cost. If COM Clinical Education assigns a student to a location other than his/her assigned clinical campus for a single clerkship, our office will pay the cost of hospital provided student housing at the assigned location.

Registration for Core Clerkships

The Clinical Education Office provides all required paperwork for Core clerkships within our clinical campus network and to any other training site to which Clinical Education assigns a student.

Core Clerkships

- Cores must be completed in Year 3 at one of the UNE COM Clinical Campuses. In the event of an unavoidable absence (e.g., illness or difficulty with COMLEX-USA Level 1), missed Cores will be scheduled at the beginning of Year 4.
- Core clerkships in Family Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry and Surgery are 6 consecutive weeks in length, starting on the first Monday of the Core block and ending on the last Friday of that block. Depending on your clinical campus, Internal Medicine may be one 12-week block or two 6-week blocks that may or may not be contiguous in the schedule.
- Cores may not be replaced in whole or in part with cranial courses, elective opportunities, etc.
- 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. See **Protocol for End of Service Exam (COMAT)** on page 35 for details regarding COMAT.

Clinical Enrichment Experience

During 3rd year, a student may engage in a non-credit, clinical experience outside of the Core clerkship, for example, shadowing physicians in the ER on weekends. The non-credit time must not, in any way, interfere with the student's Core schedule or obligations. The student must 1) obtain the approval of the hospital's Medical Education Office and the department in which they wish to spend time and 2) pre-register by submitting a Clerkship Registration and Approval (CRA) to COM Clinical Education. This ensures that you will have professional liability coverage. If the enrichment experience will be intermittent over several weeks, enter the range of dates on the CRA to ensure that professional liability coverage is in effect throughout. Neither the supervising physician nor the student will submit an evaluation at the conclusion of the experience. The Clinical Enrichment Experience is strictly non-credit and cannot be used to fulfill any clinical requirement.

Books: Required Texts and other Resources for Core Clerkships

See the clerkship syllabi for the book list for each Core discipline. Syllabi are posted to the Clinical Education Essentials course in Brightspace.

Mandatory Semi-Annual OMT Update / District Meetings

In addition to the educational offerings at our clinical campuses, the UNE COM Office of Clinical Education and the Northeast Osteopathic Medical Education Network (NEOMEN) coordinate and present semi-annual (fall and spring), day-long conferences in each of the four NEOMEN districts. Activities include an OMT topic presentation, a meeting of students and COM representatives to discuss clerkships, and student discussions with COM administration, interns and residents from NEOMEN affiliate hospitals regarding the steps leading to residency. Students on Core clerkships are required to attend these conferences in the district that includes their clinical campus, as listed below. Students are encouraged, but not required, to attend if they are on their Community Health rotation on the meeting date. Please note that there is no reimbursement for travel.

DISTRICTS:

Northern: All of Maine

New Hampshire: Laconia NH, New London NH, Berlin NH, and Littleton NH

Eastern: Rhode Island (including St. Vincent), Connecticut, and Nashua NH

Western: Springfield MA, Pittsfield MA, Buffalo, NY, Utica NY, Hudson NY, and Syracuse NY

Southern: New Jersey, and Southampton NY

CLINICAL CURRICULUM: SELECTIVES & ELECTIVES

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., except as specifically noted in the section below titled [Specific Elective Rotations](#) or on medical services utilizing a multi-disciplinary team approach. A D.O. or M.D. must be present in the training facility and must be a prominent member of the team.

Critically Important

- 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.**

This issue is sufficiently important that unauthorized scheduling, rescheduling or extension by a student of any rotation (required, elective or remedial) will result in sanctions. **A student who engages in unauthorized rotation activity is not covered by professional liability insurance, will not receive credit for the rotation and will be referred to the COM Committee on Student Progress for possible disciplinary action.**

- 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.
- 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.
- 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 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.

Registration for Selective/Elective Rotations and Free Time

- For each rotation that a student arranges directly with a training site or via VSAS, 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 VSAS 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.
- The student must submit a CRA for "free" time so that the dates can be entered in the student's schedule. This also will stop NI e-mail reminders to the student regarding unscheduled time.
- See [SCHEDULING SELECTIVE AND ELECTIVE ROTATIONS](#) for step-by-step instructions.

Changes to Scheduled Rotations

- A student wishing to add one or more weeks to a scheduled rotation must:
 - A. Obtain approval from administration and the attending physician at the training site.
 - B. Secure approval from the Clinical Education Office by e-mailing your Student Support Specialist with the proposed new dates of the rotation and the written confirmation from the training site.
 - C. 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 NI schedule.

- This will ensure that you are covered by professional liability insurance throughout the entire rotation.
 - Additional time must be a continuation of the same service at the same site.
 - Failure to notify Clinical Education in advance of the extended time will be considered an unauthorized scheduling, and no credit will be given for the additional time.
- 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, even if the rotation site is agreeable. Such a change will be considered unauthorized. **A student who engages in unauthorized clerkship activity is not covered by professional liability insurance, will not receive credit for the unauthorized time and will be referred to the COM Committee on Student Progress for possible disciplinary action.**
- The student is responsible for communicating via UNE e-mail to his/her COM Student Support Specialist any necessary change to a scheduled rotation initiated by the training facility. This includes changes to dates, specialty or clinical supervisor.

AOA Credit

- Exclusive of Cores, at least 12 weeks of Selective and/or Elective rotations must qualify as AOA approved.
- You may schedule A) at an institution that has one or more ACGME residency programs with Osteopathic Recognition OR B) at any medical facility under the direct supervision of a D.O., who must be your primary supervisor and evaluator.
- The 4-week Community Health Selective counts toward this requirement, regardless of whether you are supervised by a D.O. or M.D.
- The 4-week OMM Selective counts toward this requirement.
- Students with a military obligation may count weeks spent on rotations at military hospitals.
- See the *Opportunities* database for hospitals with ACGME programs offering education in osteopathic principles and practice - <https://apps.acgme.org/ads/Public/Reports/Report/17>. A rotation in any discipline at these hospitals will qualify for AOA credit.

2-Week Elective Block – Third Year

- In conjunction with the 3rd year Community Health rotation, there is a 2-week elective block. Students are strongly encouraged to schedule a rotation rather than taking time off during this time.
- It is understood that many training facilities, particularly large teaching institutions, may decline to accept third year students for elective rotations because of their obligation to third year students from their affiliate schools.
- We recommend that students consider the following options/locations for the 2-week elective:
- Pathology, Radiology, Family Medicine, Geriatrics, General Internal Medicine, General Pediatrics, or the first 2 weeks of the OMM Selective
 - Consider scheduling in an office-based setting or at a non-teaching, community hospital
 - Approach your “contacts” about a rotation – family members or friends who are doctors or your family’s pediatrician or primary care physician.

Selective Rotations

- There are five required, 4-week Selective rotations: Internal Medicine (**or** Pediatrics), Surgery, Emergency Medicine, Osteopathic Manipulative Medicine and Community Health.
- All Selectives must be completed within the United States.
- Schedule Selectives for a minimum of 1 week at one site on one service.

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.)
- The Internal Medicine (**or** Pediatrics) Core must precede a subspecialty Selective or Elective in the corresponding discipline.

- Sub-internships or Acting Internships may be scheduled following completion of all Core rotations. The Sub-I or AI is a 4th year rotation.

Surgery Selective

- The Surgery Selective may be general or subspecialty. It may be, but does not have to be, a sub-internship.
- The General Surgery Core must precede a Surgery subspecialty.
- Anesthesiology, Obstetrics/Gynecology, Interventional Radiology, and Surgical Critical Care rotations do not fulfill the Surgery Selective requirement.** See the table below for rotations that do.
- You may fulfill the Selective requirement with a pediatric rotation in any of the listed Surgery subspecialties.
- Sub-internships or Acting Internships may be scheduled following completion of all Core rotations. The Sub-I or AI is a 4th year rotation.

	Examples of Internal Medicine, Pediatric & Surgery Subspecialties			
INTERNAL MEDICINE or PEDIATRIC	Gastroenterology	Cardiology (including interventional)	Preventive Medicine/ Public Health	Endocrinology/ Diabetes / Metabolism
	Pulmonology	Hematology/ Oncology	Neurology	Nephrology
	Critical/Intensive Care	Rheumatology	Allergy/ Immunology	Dermatology
	Physical Med & Rehab	Surgical Critical Care	Geriatric Medicine	Infectious Disease
	Genetics	Sports Medicine	Addiction Medicine	Palliative Care
	Neonatology	Adolescent Health	Pediatric Emergency Medicine	
SURGERY	Vascular	Thoracic	Plastic/ Reconstructive	Orthopedic
	Gynecological	Neurological	Ophthalmology	Urology
	Proctology	Otolaryngology (ENT)	Trauma	Transplant

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.
- Consult the American Academy of Osteopathy Web page for names of physicians you can contact to seek a rotation.
- To request approval of a preceptor not listed on the AAO site, submit the physician's name, e-mail address, phone and fax numbers to your Student Support Specialist 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.

Community Health Selective

- The Community Health (CH) rotation is defined as follows:
 - Four consecutive weeks on the same service at the same location; minimum of 40 hours per week
 - Primary care (**Family Medicine, general Internal Medicine, general Pediatrics**)
 - Preferably in a rural clinic, federally qualified health center (FQHC), private practice, or community hospital (non-teaching=no residencies); same medical venues in an urban location also are acceptable
 For more information and assignment protocols, see the syllabus in Brightspace/Clinical Education Essentials.
- In each 6-week block of 3rd year, Community Health is scheduled for 4 weeks. The student may schedule an Elective rotation for the remaining 2 weeks.

Elective Rotations

- The student is required to complete 20 weeks of Elective rotations.
- Rotations are typically 4 consecutive weeks at one site on one service. The student may schedule longer rotations.
- The minimum length for an Elective rotation is 1 week at one site on one service. **Students may not request time off during a 1-week rotation, and interviews may not be scheduled during this time.**
- 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.

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.

Specific Elective Rotations

The following rotations may be done for Elective credit only. They may not be used to fulfill Core or Selective requirements.

Complementary/Alternative Medicine Elective

1. A student may schedule a maximum of four weeks of C/AM electives in years 3 and 4).
2. Submit a complete rotation proposal and appropriate supporting documentation to your COM Student Support Specialist no fewer than 60 days before the anticipated start of the rotation. A complete proposal includes:
 - a course description for the proposed rotation including specific goals and objectives for this experience and a schedule of days and hours for the rotation (daily or weekly schedule for the practice's hours of operation will suffice)
 - a short paragraph explaining your interest in this discipline and how this rotation will contribute to your career pathway
 - URL of relevant Web site (if any)
 - a letter from the supervising health care professional stating his/her willingness to precept the student (not required if the rotation will be at a teaching hospital).
3. Submit a Clerkship Registration and Approval form (CRA) with your proposal
4. Approval is subject to review of student's documentation by the COM Clinical Education Office.
5. The student will receive written notification, via e-mail, regarding approval or denial of their proposal. This notification will be given no fewer than 45 days prior to the anticipated start date of the rotation.
6. Incomplete proposals or proposals submitted fewer than 60 days from the anticipated start date will not be considered.
7. The evaluation of the student must be submitted by an appropriate health care professional, as determined by COM Clinical Education at the time the rotation is approved.

Research Elective

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

Scheduling Selective and Elective Rotations

CONTACTS: E-mail: comclinicaleducation@une.edu		OFFICE ADDRESS & FAX: COM Clinical Education Office 144 Decary Hall University of New England 11 Hills Beach Rd Biddeford, ME 04005 FAX: 207-602-5908	
<input type="checkbox"/> Contact the medical facility for tentative approval	<ul style="list-style-type: none">✓ Make 1st call 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.		
<input type="checkbox"/> Submit the UNE COM Clerkship Registration and Approval (CRA) form	<ul style="list-style-type: none">✓ 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.		
<input type="checkbox"/> Include the hospital's application materials and/or additional required documentation (if applicable)	<ul style="list-style-type: none">✓ 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 Student Support Specialist 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.		
<input type="checkbox"/> The Clinical Education Office will forward the CRA and will verify the following	<ul style="list-style-type: none">✓ Student's current BLS, ACLS, OSHA and/or HIPAA status.✓ Student's immunization / PPD status.✓ Summary of results of the student's most recent background check.✓ UNE COM's professional liability certificate for clinical activity (will send document).✓ <i>The following documents are not sent automatically; student must request if required by the training site.</i> UNE COM transcript, COMLEX scores, Background check report.		
<input type="checkbox"/> 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	<ul style="list-style-type: none">✓ 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.		
<input type="checkbox"/> Clinical Education will review your CRA and, if approved, forward all documentation, as noted above, to the training site	<ul style="list-style-type: none">✓ 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.		
<input type="checkbox"/> 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:

- Know when each program begins accepting applications for 4th year rotations and submit your application in a timely manner. Check FREIDA or VSAS Web sites for this information or contact the program to ask.
- Some training sites/services
 - will accept only 4th year students for rotations.
 - will accept applications only via VSAS.
 - require an application fee or tuition. Any costs associated with the rotation are your responsibility if you choose to rotate at these hospitals. It is not recommended that you agree to pay tuition to any other institution. Contact the COM Clinical Education Office for guidance.
- “Free” weeks 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.
- Once you are registered (Clinical Education has sent your paperwork to the medical facility):
 - the rotation becomes an academic requirement.
 - 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.
- If a training site does not approve your rotation request or cancels after accepting your application
 - notify your Student Support Specialist immediately via e-mail.
 - attach the e-mail advising you of the cancellation.
 - Find and register for another rotation.

Visiting Student Application Service (VSAS)/VSLO

This service, also known as Visiting Student Learning Opportunities (VSLO), is administered by the Association of American Medical Colleges (AAMC), the same organization that runs ERAS, the Electronic Residency Application Service. VSAS 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 VSAS registration pre-requisites and instructions to the class in December/January of 3rd year.

VSAS opens on or about February 1 of 3rd year, and it is imperative that your OSHA and HIPAA training, BLS, ACLS, immunizations and PPD are current before you register for VSAS. “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 VSAS. 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 VSAS/VSLO at <https://www.aamc.org/students/medstudents/vsas/>

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

Canceling Selective or Elective Rotations

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 process paperwork 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 Student Support Specialist (SSS) 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 SSS. 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.

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